THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOJ00611377	DATE POSTED:	01/25/16
POSITION NO:	294702	CLOSING DATE:	02/05/16
POSITION TITLE:	Legal Secretary		
DEPARTMENT NAME / WORKSITE:	Department of Justice / Office of the Attorney General / Human Services & Government Unit / Window Rock, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AB58A
WORK HOURS:	8am - 5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 26,270.40 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 12.63 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Legal Secretary Responsibilities: Telephone answering, screening and routing to the unit staff. Recording accurately messages left by callers to the unit if person(s) are absent. Schedule meetings, conferences, conference calls, and other appointments; prepares agendas and meeting materials, types all manner of legal and other documents; prepares papers and correspondence of legal nature such as petitions, briefs, summons, complaints, motions and subpoenas and timesheet; maintains all case files on the Litigation and Employment Unit. Filing Responsibilities; Assist in logging in documents for review and following up with the attorneys on timely completion or review. Upon completion of review, ensuring and secures all the necessary signatures for the attorneys and the Attorney General, scans all legal/SAS/RFS documents, and correctly contacts the program to retrieve the reviewed documents; the Legal Secretary correctly maintains the office files according to the Department of Justice filing system.

The position will ensure and correctly complete office filing duties. Also follows all appropriate tribal, state, and federal court rules when filing pleadings with the appropriate court.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high School or GED; completion of a 2 year secretarial training program; and two (2) years general secretarial experience.

Preferred Qualifications:

- An Associate's degree.
- One (1) year experience as Legal Secretary.
- Proficient in Microsoft Office software or other computer applications.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Good knowledge of the functions and clerical operation of a legal office; of legal terminology and standard legal formats; good knowledge of various office procedures such as establishing and maintaining files, composing letters and memos, maintaining logs and legal cases, and of correct English usage, spelling grammar, and punctuation. Ability to understand and follow moderately complex oral and written instructions; to plan and complete a variety of assignments; to resolve problems independently, and to establish and maintain effective working relations with those contacted in the course of work. Skills in operating a variety of office machine, software's, work perfect, word processor, etc., in typing a variety of materials neatly and accurately.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.