THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOJ01011417	DATE POSTED:	02/01/16
POSITION NO:	202199	CLOSING DATE:	02/12/16
POSITION TITLE:	LEGAL SECRETARY		
DEPARTMENT NAME / WORKSITE:	OAG/Office of the Prosecutor - Kayenta District		

WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	AB59A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 12.63	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Finalizes prosecutor's draft legal correspondence, forms, documents, and/or reports; reviews for accuracy, completeness, and conformance with applicable rules and regulations; with prosecutor oversight, finalize draft notices, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms; transcribes hearings, depositions, and meetings for use by the prosecutors/attorneys or as court exhibits; opens new cases in Justware using established procedures, complete case management, and close of completed case files in Justware, collects and compiles statistical information from Justware for special and periodic reports and projects. Works daily with JustWare in inputting reports, prepare and generate reports/statistical information, meet regularly with team as required for renewals of program, and maintain daily operations of district office.

Maintains office files; greets the public, answers telephone calls, routes calls and takes messages; makes travel and lodging arrangements; receives, processes, logs and distributes incoming and outgoing mail; makes photocopies; takes and transcribes minutes of meetings; monitors, orders and maintains office supplies and inventory; prepares work orders, supply requisitions, travel documents and related financial documents within established limits and procedures; maintains court hearing dockets and court schedule for calendaring; tracks and maintains records and status of processes used in department; attend meetings, trainings and conferences as it relates to work, prepare legal documents as required by staff. Maintain the a healthy working district office.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

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

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Requirements:

(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:

Knowledgeable in Navajo Nation court operations and proceedings; legal office policies, practices and procedures. Knowledge of the principles, practices and methods of legal terminology, research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, evidence and other data compiled; and written and verbal communication. Knowledgeable of Navajo Nation, State, and Federal Court operations and proceedings; legal forms and formats; Knowledgeable of a variety of computer software, including word processing, database and spreadsheet applications; including other work assignments as assigned. Knowledge of the NN FMIS as needed for verification of expenditures as it relates to district.

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