THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OPV04111399	DATE POSTED:	02/01/16
POSITION NO:	208386	CLOSING DATE:	02/12/16
POSITION TITLE:	**Legal Secretary**		
DEPARTMENT NAME / WORKSITE:	Office of Hearing & Appeals, Window Rock Arizona		

WORK DAYS:	M-F	REGULAR FULL TIME:	☑		GRADE/STEP:	AB59A
WORK HOURS:	8:00 am- 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 12.63	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Composes, prepares, drafts forms, documents and/or reports; reviews for accuracy, completeness, and conformance with applicable rules and regulations; opens new and closes completed case files following standard procedures; prepares and/or assists in the preparation of notices, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms and documents; records hearings, meetings for use by the attorneys or as court exhibits.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma 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.

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:

Knowledge of Navajo Nation court operations and proceedings. Knowledge of legal office policies, practices, procedures and terminology. Knowledge of standard legal forms and formats. Knowledge of a variety of computer software, including word processing, database and excel applications. Skill in English composition, grammar and punctuation. Skill in following oral instructions and procedures. skill on operating typical office equipment, including personal computer and computer programs. skill in conducting research and preparing reports, documents and correspondence. Skill in presenting ideas and concepts orally and in writing. Skill on utilizing public relations techniques in responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships.

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