THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OAG0102915** Date Posted: **02/28/11**

POSITION NO: **202199** Closing Date: **03/11/11**

CLASS CODE: **1291**

POSITION TITLE: **LEGAL SECRETARY**

DEPARTMENT NAME: **Office of the Prosecutor - Kayenta District**

DEPARTMENT NO: _____ WORKSITE LOCATION: **Kayenta, AZ**

WORKS DAYS/HOURS:

Days: **Mon - Fri**

Hours: **8 AM - 5 PM**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: _____

SALARY: **N59A**

$ **23,899.20** Per Annum

$ **11.49** Per Hour

DUTIES AND RESPONSIBILIITES:

Composes, prepares, drafts and finalizes legal correspondence, 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, summonses, orders, affidavits and other legal forms and documents; transcribes hearings, depositions, meetings for use by the attorneys or as court exhibits; collects and compiles statistical, financial and other information for special or periodic reports and projects. Maintains office files; greets the public, answers telephone calls, routes calls and takes messages; collects fees, 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 and related documents within established limits and procedures; maintains court hearing dockets; tracks and maintains records and status of processes used in department; schedules meetings, conferences, conference calls and other appointments; prepares agendas and meeting materials as required by staff. Knowledgeable of Navajo Nation, State, and Federal Court operations and proceedings; legal office policies, practices, procedures and terminology; standard legal forms and formats; basic financial record keeping. Knowledge of a variety of computer software, including word processing, database and spreadsheet applications; including other work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; completion of a secretarial training program; and

Experience:

one (1) year experience as a Legal Secretary; or four (4) years general secretarial experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, state, and federal court operations and proceedings, legal office policies, practices, procedures and terminology, standard legal forms and formats, basic financial record keeping, and a variety of computer software, including word processing, database and spreadsheet applications. Skilled in English composition, grammar and punctuation, following oral and written instructions and procedures, operating typical office equipment, including personal computer and computer programs, conducting research and preparing reports, documents, and correspondence, presenting ideas and concepts orally and in writing, utilizing public relations techniques in responding to inquiries and complaints. and in establishing and maintaining effective working relationships. May be required to demonstrate fluency in Navajo.

License/Certification Requirements:

PREFERRED: A valid state issued Driver's License; Navajo Nation Driving Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***