

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0073206

Date Posted: 06/06/11

POSITION NO: 296448

Closing Date: 06/17/11

CLASS CODE: 1291

POSITION TITLE: Legal Secretary

DEPARTMENT NAME: Office of Navajo Public Defender

DEPARTMENT NO: 7 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: full-time \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists in the daily operation of a district law office; performs the duties of receptionist by screening telephone calls and providing information to callers & clients. Makes appointments, travel arrangements; maintains schedules/calendars of hearings, meetings and appointments for staff. Types & files legal pleadings, documents, correspondence & other work assigned by lawyers/advocates. Must be knowledgeable with use of Word Perfect and Microsoft Word computer software, keep accurate statistics & open case files, use of transcribing equipment (Liberty Court software). Keep staff informed of upcoming trials, appointments & deadlines; keep logs of all incoming phone calls, incoming/outgoing fax transmittals & daily mail by time/date stamping; keep updated lists of clients and adversarial parties; close case files and make certain files are purged of material belonging to clients; list files and store them; compile daily/quarterly statistical reports and other pertinent information to be used for quarterly and annual budget reports as needed.

QUALIFICATION REQUIREMENTS:

Education, Experience & Training:

A high school diploma or GED; completion of a secretarial training program; and 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. Some positions may require specific licenses or certifications.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must possess knowledge of legal terminology, possess general clerical skills such as typing correspondence, filing, legal transcription, & possess telephone etiquette; must have a pleasing/friendly personality and ability to meet people face-to-face; must be knowledgeable & possess ability and skills to use a computer and must be able to communicate effectively in the Navajo and English languages.

License/Certification Requirements:

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, *preferred*.

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