

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ0108952

DATE POSTED: 07/21/14

POSITION NO: 202199

CLOSING DATE: 08/01/14

POSITION TITLE: Legal Secretary

DEPARTMENT NAME / WORKSITE: DOJ/ Office of the Prosecutor - Kayenta District

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: Y59A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,500.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 12.26 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

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, summons, 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 information for special or 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 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. 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.

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.

(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.

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