THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR15110917**	DATE POSTED:	**10/19/15**
POSITION NO:	**243510**	CLOSING DATE:	**10/30/15**
POSITION TITLE:	**Legal Secretary**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Child Support Enforcement/DOJ - Window Rock, AZ**		

WORK DAYS:	Monday - Friday	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:

Under general supervision of Tribal Court Advocates, performs legal secretarial and general office support work. Receives referral from the NNDCSE program and schedules appointment with the Tribal Court Advocates and Attorney accordingly. Prepares drafting and finalizes legal documents, correspondence, forms, and reports in conference with applicable tribal, state, and federal laws. Takes and transcribes minutes of meetings, hearings, and depositions. Ensure confidentiality of all cases. Provide general office support; greeting clients, answering telephone calls and directing to appropriate staff, logs incoming/outgoing mail and distributes accordingly, establishes and maintains an effective filing system, orders office supplies/equipment as needed, schedules meetings, and conference, and makes travel arrangements. Perform other duties as assigned. Majority of Scanning and typing is performed on Micro-soft, Excel, PowerPoint, etc. Attend relevant training, conference, and meetings.

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 general secretarial experience.

Preferred Qualifications:

- An Associate's Degree in Human Service, Social Science or closely related field.
- One (1) year experience as Legal Secretary.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.

Physical Requirements: Ability to lift and carry boxes of Xerox paper (20#), case files, pleading and forms. Shred at least 2 or 4 days per month (weight content varies) moving of equipment as needed (usually takes two (2) times per year. Able to drive at least 2o to 3 times per month.

(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: basic case management skills, interviewing techniques and recordkeeping; collection processes; Navajo Law; public relations/customer service principles; Federal, State and Navajo Nation Regulations, policies and procedures. **Skills in:** understanding and following oral/written, instruction/directions; utilized computer databases to research, maintain and update records and files; establishing/cooperative working relationship with resources in the course of work at all times maintain professionalism. **Abilities:** Able to understand and communicate in the Navajo Language.

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