THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**LB08110944**	DATE POSTED:	**10/26/15**
POSITION NO:	**209214**	CLOSING DATE:	**11/06/15**
POSITION TITLE:	**Senior Legal Secretary**		
DEPARTMENT NAME / WORKSITE:	**LB/Office of Legislative Services, Window Rock, AZ**		

WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	AB61A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 31,179.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 14.99	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Senior Legal Secretary Responsibilities: Under general supervision of the Legislative Reporter Supervisor the Senior Legal Secretary (SLS) performs secretarial and administrative tasks of moderate difficulty. Tasks include, but are not limited to, attending various council and committee meetings. The SLS shall prepare agendas, journals and meeting materials in a professional manner; transcribe verbatim legal dictation; Interpret from Navajo to English and English to Navajo; finalize legal resolutions and drafting legal committee reports while abiding by Navajo Nation Codes, Title II, and council/committee floor rules. Scheduling and coordinating meetings with various political and public figures; making travel arrangements for various Council Delegates. The SLS will assist multiple Legislative Advisors, when called upon, with their administrative tasks.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's Degree in Secretarial Science, Paralegal or closely related field; and three (3) years as a Legal Secretary.

Preferred Qualifications:

- An Associate's in Business Administration.
- Two (2) years of lead or supervisory experience.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- A favorable background investigation.

(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 the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of the legislative process; knowledge of legal terminology and standard legal formats; knowledge of Navajo Nation Law, policy and procedures, and rules and regulations; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing , database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgement in the release of confidential information.

<<A favorable background investigation is required>>

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