

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0412583

Date Posted: 11/08/10

POSITION NO: 208386

Closing Date: 11/22/10

CLASS CODE: 1291

POSITION TITLE: Legal Secretary

DEPARTMENT NAME: Office of Hearings and Appeals

DEPARTMENT NO: 41 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N590A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: _____ \$ 23,899.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.49 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs general and legal secretarial office support work. Assists with preparation and distribution of correspondence, notices, pleadings, motions, forms, subpoenas and other legal documents/reports; reviews for accuracy, completeness and conformance with applicable rules and regulations; Opens new cases and closes completed case files appropriately; Issues docket numbers and maintain tracking system of all incoming and outgoing documents; certify all outgoing Administrative Orders and compiles cases to the Supreme Court. Operate electronic recording equipment, records hearings and assists hearing officer during hearings.

Compiles and prepares statistical hearing reports; greets the public, answers telephone calls, logs in and distributes incoming documents; makes photocopies; takes and transcribes minutes of meetings; maintains hearing dockets and works with other governmental departments on a daily basis.

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, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Fluency in both the Navajo and English language is preferred

License/Certification Requirements:

Valid State Driver's License, *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