

### **SENIOR LEGAL SECRETARY**

**DEFINITION:** Under general supervision, performs a full range of secretarial and/or administrative office support work for a legal office requiring the application of specialized legal secretarial knowledge and the exercise of initiative, independent judgment and decision making; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

#### **TASKS:**

Provides and coordinates day-to-day operations, office support and administrative office duties for a law office; trains, assigns, monitors and evaluates work of other support staff; ensures efficient operations of a law office, projects are completed timely and necessary supplies and equipment are available and appropriately maintained; composes and reviews selected legal correspondence, forms, documents and reports on behalf of administrative supervisor; reviews documents for accuracy, completeness, and conformance with applicable rules and regulations.

Prepares and assists in the preparation of notices, petitions, pleadings, complaints, briefs, summonses, orders, affidavits and other legal forms and documents; transcribes hearings, depositions, and minutes for use by the attorneys or as court exhibits; collects and compiles statistical, financial and other information for special or periodic reports.

Develops and maintains office files and calendar of court dates and deadlines; files and maintains legal supplements, periodicals; archives documents; assists with developing and monitoring office budget, encumbrances, expenditures, and budget transfers; monitors the collection of court ordered fees and maintains related financial records; verifies and calculates cash receipts for bank deposits; schedules meetings, conferences, conference calls and other appointments; prepares agendas and meeting materials.

Performs administrative functions during meetings; records and prepares minutes; independently coordinates and monitors defined projects and activities; recommends actions and modifications as appropriate; receives and evaluates complaints, and recommends an appropriate course of action; serves as liaison between the work unit and other internal and external entities.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of tribal, state and federal court operations and proceedings.

Knowledge of legal office policies, practices, procedures and terminology.

Knowledge of standard legal forms and formats.

Knowledge of basic budgeting procedures and financial record keeping.

Knowledge of principles and practices of supervision.

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill in training, monitoring, evaluating, motivating and providing guidance to others.

Skill in English composition, grammar and punctuation.

Skill in bookkeeping practices and procedures.

Skill in following oral and written instructions and procedures.

Skill in operating typical office equipment, including personal computer and standard office computer programs.

Skill in conducting research and preparing reports, documents, and correspondence.

Skill in presenting ideas and concepts orally and in writing.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with other employees and the public.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED and completion of two (2) years secretarial training; and four (4) years responsible secretarial experience.

**PREFERRED QUALIFICATIONS:**

- An Associate's in Business Administration, Paralegal or closely related field.
- Two (2) years of lead or supervisory experience.
- Proficient in Microsoft Office software or other computer applications.
- Two (2) years of experience as a legal secretary.

**Supplemental Requirements:**

Some positions may require specific licenses or certifications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.