

LEGAL SECRETARY

DEFINITION: Under general supervision, performs entry level legal secretarial and general office support work for a legal office; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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, summonses, 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, financial and other information for special or periodic reports and projects.

Maintains office files; greets the public, answers telephone calls, routes calls and takes messages; collects fees, maintains basic financial records and prepares bank deposits; receives, processes, logs and distributes incoming and outgoing mail; makes photocopies; takes and transcribes minutes of meetings; monitors and orders office supplies and inventory; monitors and maintains office equipment; maintains hearing dockets, 164 documents, and Review for Signature Forms; schedules meetings, conferences, conference calls and other appointments; prepares agendas and meeting materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, 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 financial record keeping.

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

Skill in English composition, grammar and punctuation.

Skill in following oral and written instructions and procedures.

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

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.

THE NAVAJO NATION

Class Code: 1291
Administrative and Office Support Series
Legal Support Group
Overtime Code: Non-Exempt
Pay Grade: 59

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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.