



THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM



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. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.

POSITION TITLE: Senior Legal Secretary 202201

REQUISITION NO: DOJ01090693

DATE POSTED: 04/06/2026

POSITION NO: 202201

CLOSING DATE: 4/20/2026

DEPARTMENT: Office of the Prosecutor

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Shiprock, NM

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CL61A

WORK HOURS: 40 weekly

ANNUALLY: \$40,381.92

SENSITIVE: Yes

HOURLY: \$ 19.34

DUTIES AND RESPONSIBILITIES:

This position provides legal office support to prosecutorial office. The Senior Legal Secretary will carry out a variety of duties daily, i.e. answering telephone (in timely manner), addressing calls in accordance to the nature of the call, greets and directs visitors to the appropriate personnel; receives mail and distributes; scans and makes copies of documents; maintains office supplies (ordering/inventory) and completes district annual inventory; maintains office and prosecutor calendar (reviews dockets); prepares travel arrangements; prepares financial documents as requires; routinely inspects workstations and prepare maintenance work order for equipment and building to maintain the a healthy work place; attends meetings, conferences, and trainings; assists in training new lower level support staff and serves as a guide; and at times may be required to work independently.

Legal support assists prosecutors on case management i.e. receives court docket for prosecutor, prepares legal correspondence, documents, reports, and statistical information; proofreads legal documents for accuracy, completeness, and conformance; creates new legal files, maintains current legal case files, and close/destruction legal documents; Receives criminal complaints/police reports and juvenile referrals moving to processes (via Justware) for prosecutor review and filing; Receives incoming motions and pleadings, generates subpoenas, affidavits, and notice for submission to the courts; Assist in communicating with witness, defense council and victims for upcoming court hearing; and Secures and maintains certification in Justware and other related certification.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledgeable in Navajo Nation court operations and proceedings; legal office policies, practices and procedures. Knowledge of the principles, practices and methods of legal terminology, research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, evidence and other data compiled; and written and verbal communication.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

- Possess a valid state driver's license.
- Must secure a favorable background investigation.
- Incumbent may be required to demonstrate fluency in both Navajo and English languages.