



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: *Legal Secretary* 291159

REQUISITION NO: **DOJ01091262**

DATE POSTED: 05/18/2026

POSITION NO: 291159

CLOSING DATE: **6/2/2026**

DEPARTMENT: Office of the Prosecutor

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Kayenta, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: GFA8A

WORK HOURS: 40

ANNUALLY: \$36,160.40

SENSITIVE: Yes

HOURLY: \$ 17.32

DUTIES AND RESPONSIBILITIES:

Provides general legal office support to prosecutors, investigators, and Victim Witness Advocates. Under the direction of the Prosecutor and Senior Legal Secretary, prepares legal correspondence, documents, forms; ensuring accuracy and conformance; transcribes recordings, attends meetings and prepares minutes; assists in maintaining court schedules for calendaring and ensures preparations for dockets. Works daily with JustWare (the automated systems for case management for the courts), inputs new cases ensuring compliance with established procedures and data controls, maintains active case management, and closes completed case files. Assist in obtaining statistical information from Justware for periodic reports and projects. This position will be required to participate in renewal, upgrade training to maintain certification and security controls. Assists in providing guidance to new staff on daily assignments and Justware operations. This position will assist other legal support staff as needed in daily operations, training, etc. This position will uphold and maintain in the highest regard confidentiality and compliance.

This position will daily maintain office operations, greets the public and direct accordingly, answers telephone calls and takes messages; keeps a mail log of incoming and outgoing mail, prepares travel documents, maintains communication, teamwork; orders and inventories office supplies, equipment, and furniture, replenish as needed through Navajo Nation Procurement, and receives orders; makes photocopies and scans documents; attends meetings, training and conferences; assists in maintaining a healthy work environment; completes work orders as needed for facility maintenance matters; and addresses other assignments as required to fulfill the objectives and performance of the department.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; completion of a 2 year secretarial training program; and two (2) years general secretarial experience; or an equivalent combination of education and

experience.

SPECIAL REQUIREMENTS:

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledgeable in Navajo Nation court operations/processes and proceedings; legal office policies, practices and procedures. Knowledge of legal terminology, research, evidentiary gathering of information, documents, financial records and other data that may be used in court; legal action and strategies. Knowledge with Microsoft software. Skilled in legal research, effectively assessing, evidence and other data compiled; and written and verbal communication.

-Possess a valid state driver's license.

-A favorable background investigation.

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

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

Depending upon the needs of the program, FMIS may be required.