

THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ00622040

DATE POSTED: 10/26/21

POSITION NO: 204735

CLOSING DATE: 11/16/2021 by 5pm

POSITION TITLE: **Legal Secretary**

DEPARTMENT NAME / WORKSITE: Department of Justice/Office of the Attorney General- Litigation Unit/Window Rock, AZ

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	BQ59A
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WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$	30,004.56	<u>PER ANNUM</u>
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SENSITIVE ☐ SEASONAL: ☐ DURATION: \$ 14.37 PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☐ DURATION: _____

DUTIES AND RESPONSIBILITIES:

Legal Secretary Responsibilities: Provides customer service by greeting clients and answering phone calls. Provides general office support by distributing incoming/outgoing mail; schedule meetings, conferences, conference calls and travel arrangements for assigned professional staff. Maintains all case files for the Litigation Unit. Finalizes pleadings to be submitted for filing in a tribal, federal, state or administrative tribunal. Files documents in-person and via fax, email, and internet. Assists in maintaining office files in accordance with the Department of Justice filing system which includes but is not limited to: logging in documents for review and following up with professional staff on timely completion or review, securing all necessary signatures, scanning all documents, contacting the program to retrieve the reviewed documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School or GED and completion of a two (2) years secretarial/paralegal training program; and two (2) years general secretarial experience; or an equivalent combination of education and experience.

Special Requirements:

(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.)

Special Knowledge, Skills and Abilities:

Knowledge of the functions and clerical operation of a legal office; understanding of legal terminology and standard legal formats; knowledge of various office procedures such as establishing and maintaining files, composing letters and memos, maintaining logs and legal cases, and of correct English usage, spelling grammar, and punctuation. Ability to understand and follow oral and written instructions; to plan and complete a variety of assignments; to resolve problems independently, and to establish and maintain effective working relations with those contacted in the course of work. Skills in operating a variety of office machines, and typing a variety of materials neatly and accurately.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.