

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ01022206

DATE POSTED: 11/17/21

POSITION NO: 244231

CLOSING DATE: 12/09/2021 by 5pm

POSITION TITLE: Legal Secretary

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - White Collar Crime Unit / Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BQ59A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,004.56 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.37 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of Senior Investigator, maintains office files; greets the public, answers telephone calls, routes calls and takes messages; makes travel and lodging arrangements; receives, processes, logs and distributes incoming and outgoing mail; makes photocopies; takes and transcribes minutes of meetings; monitors, orders and maintains office supplies and inventory; prepares work orders, supply requisitions, travel documents and related financial documents within established limits and procedures; maintains court hearing dockets and court schedule tracks and maintains records and status of processes used in department; attend meetings, trainings and conferences as it relates to work, assist in preparing, storing, and securing evidence, prepare legal documents as required by staff, assist with special projects and assignments. Maintain office operations and a healthy working district office.

Knowledgeable of a variety of computer software, including word processing, database and spreadsheet applications; including other work assignments as assigned. Knowledge of the NN FMIS as needed for verification of expenditures as it relates to district; Knowledgeable of Navajo Nation, State, and Federal Court operations and proceedings; legal forms and formats.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(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:**

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. Depending upon 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.

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