

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

REQUISITION NO: DOJ00624533  
POSITION NO: 210608  
POSITION TITLE: Legal Secretary

DATE POSTED: 08/08/22  
CLOSING DATE: 08/22/2022 by 5 pm

DEPARTMENT NAME / WORKSITE: NNDOJ/Office of the Attorney General- Navajo-Hopi Legal Services Program - Tuba City, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ59A  
WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,004.56 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.37 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Legal Secretary Responsibilities: Provide general office support by greeting clients, answering telephone calls and directing to appropriate staff; logs incoming/outgoing mail and distributes accordingly; schedules meetings, conferences, conference calls and appointments; and makes travel arrangements for assigned professional staff. Maintains all case files for the Navajo-Hopi Legal Services Program. Filing Responsibilities, including when necessary finalizing pleadings for the professional staff and submitting to the appropriate, tribal, federal, state or administrative tribunal. Assist in logging in documents for review and following up with professional staff on timely completion or review. Upon completion of review, ensuring and secures all the necessary signatures for the professional staff, including the Attorney General; scans all documents, and correctly contacts the program to retrieve the reviewed documents; the Legal Secretary correctly maintains the office files according to the Department of Justice filing system. Attend relevant training, conference and meetings.

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

**Minimum Qualifications:**

• 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.

**<<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:**

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. Proficiency in Microsoft Office software or other computer applications.

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