

**Job Title: LEGAL SECRETARY****Department /Office:** Office of General Counsel**Reports to whom (title):** General Counsel**Salary / Hourly Range:** 35**Job Classification Code:** 8810**Level of Background Check:** 1B**Status:** NON- EXEMPT; Full-time, Part-time, Temporary**Driving Required:** Yes, As Required**PD Created:** 08/26/2014**JOB DESCRIPTION:**

This position provides professional legal support and legal secretarial support services to the General Counsel of the Hopi Tribe. The legal secretary must perform professional work involving a broad range of subject areas. This will require a professional demeanor, good communication and organizational skills and proficiency with computers, fax machines, and multi-line telephone systems. The position requires the ability to multitask and solve problems under tight deadlines. The legal secretary, in consultation with the General Counsel, develops deadlines for work to be accomplished. Work is reviewed from an overall standpoint of meeting identified requirements and achieving expected results. The legal secretary is under the general supervision of the General Counsel and staff attorneys who provide continuing or individual assignments by indicating generally what is to be done; deadlines and priority assignments. The incumbent handles problems and deviations in work assignments in accordance with instructions, policies, previous training and accepted practices in the occupation. Completed work is reviewed for technical accuracy and conformance with instructions, established procedures and policies.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides secretarial support for the Office of General Counsel, including receiving, prioritizing, and distributing mail, maintaining General Counsel's calendars, scheduling meetings and appointments, making travel arrangements, screening and routing telephone calls, and researching and providing responses to routine inquiries.
2. Receives the public, responds to and refers inquiries to appropriate persons or agencies.
3. Locates and notifies responsible parties for pretrial and court appearances.
4. Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness. Reviews documents for completeness and typographical and formatting errors.
5. Types legal documents such as motions, memoranda of law, briefs, orders, petitions, and proof-reads all documents.
6. Transcribes taped dictation, reviews documents for completeness and typographical and formatting errors
7. Maintains court and appointment calendars; maintains logs and tracks cases and appeals.
8. Acts as custodian of General Counsel's documents and records; establishes and maintains an efficient filing system.
9. Arranges for filing, recording and service of legal documents via mail, facsimile, or messenger.
10. Assists in researching and gathering information for office projects or litigation.
11. Assists the General Counsel in organizing and carrying out the work of the General Counsel Office.
12. Performs other related duties as assigned by the General Counsel.

PERSONAL CONTACTS:

Contacts are with the General Counsel, the Deputy General Counsel, the Office of General Counsel's Staff Assistant and other staff, the Hopi Tribal Executive Branch, the Hopi Tribal Council, and Tribal departments and employees; outside attorneys, attorneys dealing with other aspects of tribal business, and the general public involving the exchange of factual information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office and meeting rooms and working around office machines and equipment. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

A. Education : Associate of Arts in Secretarial Science, Legal Administration, Paralegal studies or closely related degree;

AND

B. Training : Completion of training for legal secretaries and demonstrated experience and skills evidencing the ability to accomplish the work of the position;

AND

C. Experience : Two (2) years work experience as a legal secretary for a government or private entity;

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of office management principles, practices and methods, including related administrative policies, procedures and processes
- Knowledge of records management principles, practices & methods, including automated filing & archiving systems; and applicable regulations governing proper maintenance of confidential information (i.e., Freedom of Information Act & Privacy Act)
- Knowledge of customer relations & service including applicable principles, practices and quality standards
- Knowledge of modern office equipment, practices, and procedures, including applicable management software application

B. Skills:

- Skills in verbal and written communication to prepare correspondence, reports and to communicate with others
- Skills of operating a variety of modern office equipment, i.e., scanner, electric typewriter, personal computer, printer, copier machines, electronic calculator, facsimile machine, telephone, etc.
- Administrative management skills
- Excellent human relations skills;
- Good project coordination skills.

C. Abilities:

- Ability to pay strong attention to accuracy and detail
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
- Ability to operate modern office equipment with efficiency & accuracy
- Ability to work independently and exercise sound judgment and professionalism in carrying out assigned job duties; demonstrate the ability to pay attention to detail, accuracy & timelines and takes pride in results and to work effectively & efficiently under occasionally demanding & stressful situations, and to adapt to changing situations
- Ability to keep records and files in an accurate and organized manner; to maintain the confidentiality of material and documents; and to prepare accurate reports from such records as necessary
- Ability to manage multiple projects and assignments simultaneously, meeting required deadlines
- Ability to become thoroughly familiar with tribal and office mission, goals and objectives, operations, policies and regulations

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.
3. Must not have any felony convictions.
4. Must not have been convicted of misdemeanors at the local, state or federal level within the past thirty-six (36) months of application.
5. Must not be on probation or have pending criminal action.

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