



JOB DESCRIPTION

SENSITIVE

Job Title: Legal Secretary
Dept./Division: Office of the Attorney General
Unit: Legal Support Services
Job Family/Class: Administrative Support Series
Supervised By: Office Manager
Employee Type: Hourly
Pay Grade: 16

NATURE OF WORK:

Under direct supervision, performs a variety of legal secretarial duties in support of the Office of the Attorney General.

ESSENTIAL FUNCTIONS:

- Maintain various records, logs and organize materials according to priority.
- Assists with typing correspondence, memos, minutes, agendas or reports from drafts, recordings or verbal instruction.
- Assist Attorneys and Legal Assistants on various levels to complete jobs; legal research and obtaining information needed for files.
- Make minor corrections, code items and maintain records of documents processed.
- Compile and assemble various legal materials from files or other sources for the Office of the Attorney General's use in providing legal assistance and in the preparation of legal documents.
- Purchase and maintain inventory of office supplies and equipment.
- Responsible for maintaining integrity of office records.
- Collect and compile data and information into reports, spreadsheets, memos and other correspondence and distributes appropriately to meet reporting requirements.
- Perform specialized, confidential and diversified legal secretarial work in assisting with the schedules and handling of office documents.
- Search for and investigate information contained in files; complete and keep files current; supply information from file data; remove files upon request.
- Create and maintain a variety of legal files, including work files and research files; control flow of documents and interact with other departments to obtain or give information as needed.
- Establish and maintain an effective filing and retrieval system according to established policies and procedures.
- Receive, log, sort and distribute incoming and outgoing correspondence.
- Provide general, non-legal information and assistance to the public; screen telephone calls and route to appropriate staff member; explain department policies and procedures.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Current legal office practices, procedures, and equipment;
- Business English, spelling, punctuation, and grammatical usage;
- Pascua Yaqui Court procedures and Criminal Code provisions;
- Legal terminology and forms;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Use of various office equipment;
- Maintain the confidentiality of privileged and investigative information;
- Organize and keep clear, concise and accurate records;
- Comprehend and make inferences from written materials;
- Plan and organize workload to comply with established time constraints;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Use computers and related software applications;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED and two (2) years of work experience in a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, extreme temperatures, travel, and work space restrictions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date