

LEGAL SECRETARY

LOCATION: Flagstaff Arizona Office

DNA - People's Legal Services ("DNA") is committed to providing high quality legal services to persons living in poverty on the Navajo, Hopi and Jicarilla Apache Reservations, and in parts of Northern Arizona, New Mexico, and Southern Utah. DNA's main office, as well as DNA's Fort Defiance branch office, are located in Window Rock, Arizona. DNA also has branch offices in Chinle, Arizona, Tuba City, Arizona, Flagstaff, Arizona, on the Hopi BIA judicial compound near Keams Canyon, Arizona, and Farmington, New Mexico. DNA legal staff practice in tribal, state, federal, and administrative courts.

REQUIREMENTS: Minimum educational requirements are a high school diploma or GED and 1 year of general secretarial experience. Applicants must be proficient in typing and filing, able to operate dictating machines and computer systems. Preference will be given to those with legal secretarial experience. Must be able to communicate effectively in English, with high preference given to those bilingual in Navajo, Hopi, Spanish, or another relevant language. Applicants must have acceptable references.

RESPONSIBILITIES INCLUDE:

- (a) Reports to the Director of Central Intake.
- (b) Types, proofreads, and cite-checks pleadings, correspondence, memoranda and other documents. Makes first drafts of simple pleadings and standard letters on her/his own.
- (c) Makes travel arrangements for staff and can complete travel expense statements for staff.
- (d) Prepares and maintains client files.
- (e) Interprets for staff and clients as needed.
- (f) Substitutes for absent support staff.
- (g) Operates copier, word processor, and computer.
- (h) Ensures intake information is properly entered in computerized intake program.
- (i) Prepares and mails outgoing mail and picks up and distributes incoming mail. Keeps mail log.
- (j) Performs receptionist duties as assigned.
- (k) Performs other duties as assigned.

WHAT TO SUBMIT: Employment Application (found at

<https://dnalegalservices.org/careeropportunities-2/>), Resume, Cover Letter, Transcripts and (Writing Sample-Attorneys only)

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928.871.4151 or 928.245.4575 Fax: 928.871.5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.

ACKNOWLEDGEMENT: I have received this job description and I affirm that I meet the minimum qualifications and that I can perform the duties set forth.

Print Name

Signature

Date

