

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-059 **Issue Date:** 05-22-13 **Closing Date:** 06-05-13

Legal Secretary
Office of the Prosecutors
Justice Services Administration
Hourly Wage: \$13.21/Full-Time/Regular

Is responsible to perform confidential administrative clerical duties in the Office of the Prosecutor. All contacts are to be treated in strict confidence. Duties include maintaining a specialized record keeping system. Attends to court appointments and ensures security of all confidential information. Work includes preparation of legal documents, maintaining court calendars and screening clients. Assignments are reviewed by Supervisor for accuracy, completeness and compliance with applicable legal and administrative guidelines, policies and laws.

Knowledge, Skills and Abilities:

- Knowledge of modern secretarial and general office principles, practices and techniques.
- Knowledge of correct and proper use of English grammar.
- General knowledge of legal system and court procedures.
- Knowledge and skill in use of a computer and software programs such as Microsoft Word, Excel, Access and Outlook.
- Knowledge of the Yakama Nation Tribal Court procedures and policies.
- Knowledge of the Yakama Nation Revised Law and Order Code.
- Knowledge of the Yakama Nation governmental organization policies and procedures.
- Ability to operate standard office equipment such as a copier, calculator, and fax.
- Ability to become familiar with legal terminology, legal forms, legal documents, and their purpose.
- Ability to work independently and productively.
- Ability to work under pressure and stress.
- Ability to organize and prioritize work assignments.
- Ability to maintain strict confidentiality of client and program information.
- Ability to understand and execute oral or written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively orally and in written form.

General Recruiting Indicators:

- High School diploma required and satisfactory completion of a secretarial course at an accredited institution of learning, AND two years progressively responsible work experience in a relative administrative clerical position. OR,
- Three years of administrative clerical work experience in a prosecutor's office or professional office setting.

Necessary Special Requirements:

- Required to pass a pre-employment drug and Alcohol test.
- Must be 18 years of age due to sensitivity of work assignments and daily contacts.
- Upon request, provide documentation of attendance and punctuality.
- Must have no criminal convictions that include felony or misdemeanor offenses in tribal, state, or federal courts one year prior to employment with the Yakama Nation.
- Must have no record of dependency actions, current, pending, or past, in Tribal or State courts.
- Experience in shorthand and dictation is desirable.