



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

MAY 23, 2013

#77-13

DEPARTMENT: OFFICE OF THE ATTORNEY GENERAL  
POSITION: LEGAL SECRETARY-CRIMINAL DIVISION  
SALARY: \$12.00-\$14.00 DOE  
CLOSING DATE: **JUNE 6, 2013**

**ABOUT THE OFFICE OF THE ATTORNEY GENERAL:** The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, department, and enterprises. The Office is a diverse and dynamic working environment.

### DUTIES:

The Legal Secretary works under the supervision of the Attorney General and Deputy Attorney General(s). This position provides a variety of complex, responsible and confidential secretarial and administrative work assisting the attorneys with their on-going caseloads and any projects assigned by the Attorney General and the deputies. Duties include but are not limited to the following:

- Calendaring cases for office attorneys, obtaining and disseminating weekly court calendars from Tribal Court, filing and disseminating of court documents, and maintenance of case files;
- Preparation of legal correspondence and documents, such as complaints, petitions, motions, witness lists, plea offers, resolutions, and any other documents, for attorney review as assigned, in an accurate and timely manner;
- Immediately notifying assigned attorney of all court filings, including motions and petitions, to ensure timely response;
- Timely file all document in multiple court systems and ensure all court files are prepped for court appearances by attorney;
- Maintain the office filing systems and file inventory;
- Receives, answers and directs telephonic inquires to proper attorney or department when receptionist is unavailable;



- Coordinates an process internal and external mail and performs other related tasks as assigned;
- Scan and log all directives, pleadings, and correspondence;
- Other duties as assigned by the Attorney General.

**REQUIREMENTS:**

- Prefer Business College in legal or secretarial education; or High School Education supplemented with some college courses in legal field or experience in legal field;
- Prefer five years legal secretarial or secretarial experience;
- Valid Driver's License;
- Ability to pass drug screening;

**PREFERRED QUALIFICATIONS:**

- Strong skills in typing, word processor (Word Perfect 12 for Law Offices and Microsoft Word & Excel); calendar or ten-key; high quality of grammar, punctuation, and spelling and ability to compose memos and letters;
- Computer literate, good writing and communication skills;
- Ability to work efficiently in a sometimes stressful, high-volume work environment.
- Ability to efficiently manage time.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE  
DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**For Employment Application visit: <http://www.crit-nsn.gov>**

**INDIAN PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers:**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.