

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>LB08111857</u>	DATE POSTED: <u>04/18/16</u>		
POSITION NO: <u>230313</u>	CLOSING DATE: <u>05/02/16</u>		
POSITION TITLE: <u>Legislative Secretary I</u>			
DEPARTMENT NAME / WORKSITE: <u>LB/Office of Legislative Services/ Window Rock, AZ</u>			
WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>	
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Receives and screens telephone calls and visitors, refers them to appropriate staff; responds to routine questions such as those concerning standard office procedures, directs people to appropriate legislative office/staff, receives, composes, types and edits correspondences and refers them to appropriate staff; responds to requests for general information; composes, types and edits correspondences, reports and forms for grammatical and typographical accuracy; prepare committee meeting schedules, conference call and appointments. Prepare meeting materials, keeps members informed of meeting schedule; records minutes of meetings; periodically operates voting machine in the Navajo Nation Council Chambers, composes, drafts and types correspondences on a wide range of subjects in accordance to general instruction that are dictated by Council Delegates and staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED supplemented by six (6) months to one (1) year of secretarial or business school training; and one (1) year of clerical and transcription work experience.

Preferred Qualifications:

- Completion of a secretarial or business school training program.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

Special Requirements:

- Possess a Valid State Driver's License.
- A favorable background investigation.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Required to demonstrate fluency in both the Navajo and English languages; knowledge in secretarial practices and procedures, knowledge in applicable policies, practices and procedures related work assignment. Skill in following oral and written instructions, policies and procedures; skill in operating a variety of office equipment, including personal computers, telephones and typewriters; skill in applying judgment in the release of confidential information; skill in establishing and maintaining effective working relationships with others; skill in English composition, grammar, punctuation and spelling; ability to communicate clearly and concisely, orally and in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.