

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08117565

DATE POSTED: 04/01/19

POSITION NO: 230120

CLOSING DATE: 04/12/2019 5:00pm

POSITION TITLE: Senior Legal Secretary

DEPARTMENT NAME / WORKSITE: LB - Navajo Nation Office of Legislative Services, Window Rock, Arizona

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AR61A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 32,739.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.74 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Senior Legal Secretary Responsibilities: Under general supervision of the Legislative Manager the Senior Legal Secretary (SLS) performs secretarial and administrative tasks of moderate difficulty. Tasks include, but are not limited to, attending various council and committee meetings. The SLS shall prepare agendas, journals and meeting materials in a professional manner; transcribe verbatim legal dictation; Interpret from Navajo to English and English to Navajo; finalize legal resolutions and drafting legal committee reports while abiding by Navajo Nation Codes, Title II, and council/committee floor rules. Scheduling and coordinating meetings with various political and public figures; making travel arrangements for various Council Delegates. The SLS will assist multiple Legislative Advisors, when called upon, with their administrative tasks. The SLS will serve as the Legislative Reporter Lead to oversee the staffing of committees and assist with the scheduling of the Reporters. The SLS will report to the Legislative Manager, and will additionally be responsible for tracking the completion of journals, committee reports and resolutions, and ensuring that they are completed on a timely basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED and completion of a two (2) years of secretarial training and four (4) years of responsible secretarial experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.

(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:

Knowledge of the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of the legislative process; knowledge of legal terminology and standard legal formats; knowledge of Navajo Nation Law, policy and procedures, and rules and regulations; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgement in the release of confidential information.

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