

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08123980

DATE POSTED: 06/10/22

POSITION NO: 243697

CLOSING DATE: 06/23/2022 by 5pm

POSITION TITLE: Legislative Secretary II

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

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ59A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 30,004.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.37 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Executive Director, performs clerical work of routine difficulty within the Legislative Tracking Section. Must have exceptional communication and technological skills, as well as, the initiative to carry out recurring work assignments independently. Legislative duties include, but are not limited to, scanning and posting legislative bills to legislative tracking website; reviews and compiles legislative 5 day comments; prepares drafted legislative bills for review and approval by Executive Director and Office of the Speaker to begin the legislative process; reviews legislative bills, correspondences, reports, records and other legislative documents for grammatical and typographical errors; therefore, a strong attention to detail is critical; closes out final resolutions utilizing internal policies and procedures; organizes and maintains open and closed legislative bills in both electronic and hard copy form to ensure accessibility for research; performs extensive legislative research for constituents in a timely manner; may need to attend committee meetings as needed throughout the Navajo Nation; assist with Navajo Nation Council and other standing committee meetings as needed; other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED, supplemented by twenty (20) college credit hours; and two (2) year of clerical and transcription work experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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 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.