THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO:  

POSITION NO: 241056

POSITION TITLE: Legislative Assistant

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

WORK DAYS: Mon - Fri

WORK HOURS: 8am - 5pm

REGULAR FULL TIME: ☑

GRADE/STEP: BQ60A

NO. OF HRS./WK.: ☐

SENSITIVE ☑

PART TIME: ☐

$ 32,635.44 PER ANNUM

SEASONAL: ☐

$ 15.63 PER HOUR

NON-SENSITIVE ☐

TEMPORARY: ☐

DURATION:

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Legislative Manager, the Legislative Assistant will coordinate day-to-day office operations and duties as it pertains to the Legislative Process Section within the Office of Legislative Services. Assigned to and attends meeting(s) of the Standing and Sub-Committee(s) of the Navajo Nation Council. Duties include, but are not limited to, records in detail all meetings and hearings; proofreads and edits resolutions / legislations, financial reports, memorandums, amendments, and other correspondences for accuracy of contents which includes spelling and mathematical errors; formats and finalizes all documents for final signatures, filing and archiving. Ability to maintain complex committee/commission and confidential records and to prepare accurate financial reports, file records and material; reviews committee and other reports before entering in journal(s); maintains and ensures the responsibility for all legislative/financial documents. Assist clients by answering and directing telephone calls. Composes and types correspondences directed by Council Delegates, prepares committee/commission agendas and keeps committee members informed of scheduled meetings. Prepares Travel documents, makes travel arrangements for committee members; may prepare committee agenda and relevant documents for scheduled meetings; compiles data for special projects and meetings; may need to transcribe meeting minutes to present to committee or general public. Legislative Assistant will provide technical and administrative assistance to Council Delegates and Legislative Advisors during meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• An Associate's degree in Business Administration or related field; and two (2) years of increasingly responsible office support/administrative experience or an equivalent combination of education and experience.

Special Requirements:

• Possess a valid state driver's license.
• Must be able to obtain a Navajo Nation Vehicle Operator's Permit.
• 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 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. Incumbents may be required to demonstrate fluency in both the Navajo and English languages.

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

Revised: 03.05.18