THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00818130
POSITION NO: 244250
POSITION TITLE: Legislative Reporter

DEPARTMENT NAME / WORKSITE: Navajo Election Administration/Window Rock, Arizona

WORK DAYS: Monday-Friday
WORK HOURS: 8am to 5pm

GRADE/STEP: AR59
NO. OF HRS./WK.: 40
$ PER ANNUM: 27,601.60
$ PER HOUR: 13.27

DUTIES AND RESPONSIBILITIES:
Attends and records official public meeting of the Navajo Board of Election Supervisors (NBOES), reserves, and confirms conference room for the NBOES meeting/training. Prepares and e-mails out NBOES meeting schedules/materials. Compiles and formulate the NBOES agenda in consultation with the Executive Director, Assistant Department Manager, and the NBOES chair person. Prepares NBOES meeting materials i.e. agenda related documents for NBOES meetings. Prepares sign in sheet, roll call sheet. Contacts presenter who request to addresses the Board at their meeting. Gather documents, exhibits that are introduced at these meetings for record purposes. Provide justification for payment of general claims for special meetings, training. Draft and prepares NBOES resolutions, memorandum and letters. Finalize NBOES resolutions, assign appropriate resolution numbers. Duplicate the adopted resolutions for distribution to NEA staff, NBOES and other entities (depending on the subject of the resolution). Research of issues requested by NBOES members. Transcribing of NBOES meeting/training. Communicates with OHA, Office of Legislative Counsel, NEA, and NBOES during candidates disqualification, when grievances are filed, upon OH&A decision to dismiss the grievance, challenge, complaint, initial hearing notices, dismissals, making statutory requirements are met, interpret rules and regulation, transmittal of legal notices, recall petition challenges, Election interpretation, legal files, official documents, court hearings, recall petitions, knowledge of election laws, legal opinions, rules so that they can be applied consistently. Assist visitors at the front office, and answers telephone calls and take massages. Other duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• An associate’s degree in Business or Secretarial Services; and two (2) years of advance secretarial and transcription experience.

-OR-
• High School Diploma/GED and four years of secretarial or administrative experience.

Special Requirements:
• Must be proficient in recording, transcribing and translating of Navajo Language to English.

(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 computer hardware, software, peripherals, general office practices, procedures, operation of audio and visual transcription and recording equipment. Translation of the Navajo Language into written language, English into Navajo Language without difficulty, and fluent in communicating in Navajo. Written and verbal communication in the preparation of reports, official public minutes, and resolutions. Maintaining records, prioritizing, scheduling, reviewing, evaluating, reports, customer services and maintaining an effective work relationship.

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