

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08112201

DATE POSTED: 07/11/16

POSITION NO: 209214

CLOSING DATE: 07/22/16

POSITION TITLE: Legislative Assistant

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

WORK DAYS: Mon.-Fri. REGULAR FULL TIME: GRADE/STEP: AB60A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 13.75 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Legislative Program 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. Duties include, but are not limited to, reviewing, preparing, and maintaining legislative documents, correspondences, and records in an organized manner utilizing existing legislative process procedures. Legislative Assistant will work closely with Legislative Advisors, Reporters, and the Legislative Tracking Section to ensure that all Navajo Nation Council, Committee, and Sub-Committee meeting documents are posted to the legislative tracking website dibb.nnols.org (DiBB). The Legislative Assistant will be responsible for coordinating and posting upcoming Navajo Nation Council, Committee, and Sub-Committee Meetings to the DiBB website. Legislative Assistant will provide technical and administrative assistance to Council Delegates, Legislative Advisors and Reporters during meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or related field.
- Two (2) years of increasingly responsible office support/administrative experience.

Special Requirements:

- Must possess a valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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.