

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08115816
POSITION NO: 244143
POSITION TITLE: _____

DATE POSTED: 07/17/18
CLOSING DATE: OUF

Legislative Transcriptionist

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

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A160A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>29,307.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>14.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

The Legislative Transcriptionist shall coordinate with the various Navajo Nation standing committees, subcommittees, commissions, and the Navajo Nation Council to perform transcription services for present and past meetings. The individual shall have the skillset to transcribe during live meetings or through voice recordings that are provided by the Legislative Reporter(s). The Legislative Transcriptionist shall translate verbal discussions and communications into written form using the Navajo and English language verbatim with the upmost accuracy. The Legislative Transcriptionist shall have the ability and knowledge to provide excerpts of current and past meetings where excerpts are completed in a clear and concise professional manner. The Legislative Transcriptionist shall work closely with the Legislative Tracking Section, as well as, other legislative staff to assist with the establishment of a transcription and excerpt records retention schedule that shall correlate with current policies and procedures. The Legislative Transcriptionist shall become familiar with recording equipment. The Legislative Transcriptionist shall perform other legislative duties of moderate difficulty such as, but not limited to, preparing and reviewing legislative documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates Degree in Business or Public Administration, Transcriptionist, Law Advocate, Secretarial Science or Navajo Court Transcription Certification; or an equivalent combination of education and experience.

Special Requirements:

- Proficient in translating, transcribing and recording meeting minutes.
- Proficient in Microsoft Office and other computer applications.
- Proficient in recording, transcribing, and translating the Navajo language to English.
- 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.

Incumbents of the class will be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Two (2) years experience as a court transcriptionist is highly preferred.

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