

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OLS0033955

Date Posted: 08/01/11

POSITION NO: 202019

Closing Date: 08/12/11

CLASS CODE: 1295

POSITION TITLE: Legislative Reporter

DEPARTMENT NAME: Office of Legislative Services

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assigned to attend and record official public meetings of the Navajo Nation Council and assigned standing committee; transcribes and translates legislative minutes conducted both in the Navajo and English language; provides interpretations of a highly difficult nature, from Navajo to English and vice versa to assist the general public in understanding meeting topics under discussion; records verbatim minutes of committees and transcribes recordings for official records; maintains accurate notes of all proceedings, vote counts on resolutions, and all other legislative actions and/or decisions. Prepares roll call sheets; finalizes legislative resolutions including all official amendments; prepares resolution for official certification and assigns a number; assures all pertinent information to all approved resolutions are attached; identifies number of votes and the date of approval; assures all signatures are recorded on subject document, and all attachments are in order; prepares and finalizes correspondence, orders and journals. Proofreads, edits and prepares final copies of minutes; assists other recorders in preparing and finalizing minutes; transports, sets up and operates transcription and recording equipment.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Business or Secretarial services; and

**Experience:**

Two (2) years of advanced secretarial and transcription experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Must be proficient in recording, transcribing and translating of Navajo language to English.

***(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state, and Navajo Nation rules, regulations, policies and procedures related to preparing official transcription of public meetings. Knowledge of computer hardware, software and peripherals. Knowledge of general office practices and procedures. Knowledge of operation and maintenance of audio and video transcription and recording equipment. Knowledge of translation of Navajo language into written language. Skill in interpreting and translating English into the Navajo language without difficulty, must be highly fluent in communicating in the Navajo language. Skill in utilizing written and verbal communication in the preparation of reports, official public minutes, and resolutions. Skill in maintaining official public records. Skill in prioritizing, scheduling, reviewing, and evaluating work. Skill in editing, proofreading, and composing correspondence or reports. Skill in making simultaneous reporting of proceedings with the use of audio and visual equipment. Skill in utilizing customer service practices and techniques when responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Valid State Driver's License, *preferred*.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*