

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

REQUISITION NO: OLS0032318

Date Posted: 08/16/10

POSITION NO: 202026

Closing Date: 08/27/10

CLASS CODE: 1295

POSITION TITLE: Legislative Reporter - Health and Social Services Committee

DEPARTMENT NAME: LB-Office of Legislative Services

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: N590A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 a.m.-5:00 p.m.

Temporary:

Duration: \_\_\_\_\_ \$ 23,899.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40+ \$ 11.49 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assigned to and attends meetings of the Health and Social Services Committee of the Navajo Nation Council. Records in detail all meetings and hearings, proofreads and edits resolutions/legislations, financial reports, memorials, amendments, correspondences for accuracy of contents, spelling and mathematical errors, corrects format 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 materials; Reviews committee and other reports before entering in journal(s) maintains and ensures the custodial responsibility for all legislative/financial documents. Assist clients and answers/directs telephone calls. Composes and types correspondences dictated 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; Transcribe meeting minutes to present to Committee.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Associate's Degree in Business or Secretarial Services; and

**Experience:**

Two (02) 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 the Navajo Language to English.

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

**Special Knowledge, Skills and Abilities:**

Comprehensive knowledge of secretarial practices; comprehensive knowledge of modern office practices, procedures, systems and equipment; proficient in the English/Navajo Language, including correct spelling, grammar and punctuation, knowledge of committee/commission rules, proto and regulations; Ability to maintain complex committee/commission and confidential records and to prepare accurate reports, file records and materials; Ability to communicate effectively, verbally and in writing.

Able to handle problems/complaints courteously, diplomatically and tactfully; Ability to operate the computer, recorders/transcribers and typewriters; Ability to understand, speak and communicate clearly and concisely in the Navajo Language; Ability to work in a political environment with changing priorities; Skilled in shorthand/speedwriting preferred; Able to work independently without constant supervision; Must be able to establish, maintain and interact effectively with a wide range of people in a variety of circumstances in a environment of changing priorities and situations; Must establish a positive working relationship with elected officials, general public and fellow workers; Knowledge of Navajo Nation Government.

**License/Certification Requirements:**

Valid State Driver's License and Navajo Nation Tribal Vehicle Permit, **preferred**.

**VETERAN'S 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**