

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08116408
POSITION NO: 243489
POSITION TITLE: _____

DATE POSTED: 10/15/18
CLOSING DATE: OUF

Legislative Reporter

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

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|---|--|-------------------------------|
| WORK DAYS: <u>Monday - Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>AR59A</u> |
| WORK HOURS: <u>8am - 5 pm</u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: _____ |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> | \$ <u>27,601.60</u> PER ANNUM |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | DURATION : _____ |
| | | \$ <u>13.27</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

Assigned to and attends meetings of the Standing and Sub-Committee(s) of the Navajo Nation Council. Records in detail all meetings and hearings; proofreads and edits resolutions/legislations, financial reports, memorandums, amendments, and other correspondences for accuracy of contents which includes spelling and mathematical errors; formats 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 material; reviews committee and other reports before entering in journal(s); maintains and ensures the responsibility for all legislative/financial documents. Assist clients by answering and directing telephone calls. Composes and types correspondences directed 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; May need to transcribe meeting minutes to present to committee or general public

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or Secretarial Services; and two (2) years of advanced secretarial and transcription experience.
- OR-
- High school diploma/GED and four (4) years of secretarial or administrative experience.e

Special Requirements:

- Must be proficient in recording, transcribing and translating of 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.

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