

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

REQUISITION NO: LB08116522  
POSITION NO: 230313  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 10/30/18  
CLOSING DATE: 11/13/18

**Legislative Secretary I**

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

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|---|--|--|
| WORK DAYS: <u>Mon - Fri</u>                   | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>AR58A</u>                             |
| WORK HOURS: <u>8am - 5pm</u>                  | PART TIME: <input type="checkbox"/>                    | NO. OF HRS./WK.: _____ \$ <u>25,355.20</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/>                     | DURATION : _____ \$ <u>12.19</u> PER HOUR            |
| NON-SENSITIVE <input type="checkbox"/>        | TEMPORARY: <input type="checkbox"/>                    | _____  |

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of the Legislative Clerk Supervisor, performs clerical work of routine difficulty. Receives and screens telephone calls, takes messages or refers them to appropriate staff; Greets the public and refers them to appropriate sources. Responds to questions from the general public and provides program information. Attends meetings with Navajo Nation Council and Standing Committees as an assistant by copying and distributing documents, as well as, operating microphones, voting and time machines. Composes, types, edits, scans, and distributes legislation correspondence, reports, agendas, and forms in a professional manner which are free of grammatical and typographical errors. Receives incoming resolutions and related documents and refers them to appropriate staff; Conduct legislative and non-legislative research for Council Delegates. Updates and distributes Legislative Branch directory, itineraries for department staff, and committee schedules. Updates and uploads committee calendar(s), committee meeting, contact and committee listing to legislative website. Applicant should also have knowledge of preparing work orders, supply requisitions, and other related documents.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A High School Diploma/GED supplemented by one (1) year of business training; and one (1) year of clerical work experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a Valid State Driver's License.
- 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 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.***