

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0032654

Date Posted: 11/22/10

POSITION NO: 230205

Closing Date: 12/07/10

CLASS CODE: 1014

POSITION TITLE: LEGISLATIVE ADVISOR I

DEPARTMENT NAME: LB/Office of Legislative Services/Budget & Finance Committee

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N650A

Days: Monday-Friday

Permanent:

SALARY:

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

Temporary:

Duration: _____ \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40+ \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Reviews and prepares committee reports, correspondences, legislative documents and other written materials for accuracy of contents, spelling and grammatical errors, brevity and flow, analyzes and compiles data and format to ensure correctness of information and interpretation; reviews final copy of documents and materials, to be utilized by various committees; prepares committee agenda and relevant documents for scheduled meetings; researches applicable laws, legislations, regulations; evaluates and advises committee and actions and activities regarding proposed resolutions/legislations; researches, compiles and analyzes data for special projects; does lectures before a diverse range of audiences and settings including committee meetings and the Navajo Nation Council; working long and irregular hours, ability to function in a environment of changing priorities and dealing with human behavior situations in a variety of circumstances. Prepares committee travel authorizations and other travel documents, makes travel arrangements, Prepare committee budget and other financial documents. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Political Science, Public or Business Administration or closely related field; and

Experience:

two (2) years of experience in technical and resolution writing, conducting research and analysis of public policy matters; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Communicate effectively, verbally and in writing; researches and interprets legal documents; government relations, tribal, state and federal codes; analyzes complex written documents; operate computer equipment; working independently in the absence of supervisor; establishing working relationship and interacting effectively with a wide range of people; communicate clearly and concisely in the Navajo and English languages; knowledge of the Navajo Nation government, federal and state laws, plans of operation, policies and funding; conduct various types of research including economic, political and legal issues, knowledge of political and legal issues, attitudes and theories as they apply to a variety of circumstances. Must possess in-depth knowledge of Navajo Nation Standing Committees' meeting rules, hearing and procedures; must be knowledgeable on congressional and state legislative issues.

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