

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0818391
POSITION NO: 202015
POSITION TITLE: _____

DATE POSTED: 12/30/13
CLOSING DATE: 01/13/14

DEPARTMENT NAME / WORKSITE: Legislative Branch/Office of Legislative Services
WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: Y65A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 42,764.80 PER ANNUM
SEASONAL: Duration: _____ \$ 20.56 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Be the lead Policy Analyst for the Legislative Branch, Office of the Legislative Services; in the capacity; to be thoroughly familiar with a vast cross section of Laws, Rules and Regulations pertaining to the work of the Divisions, Departments and Chapters of the Navajo Nation. Constantly monitor Federal, State and Tribal Legislative bodies activities. A primary responsibility will be to provide impact statements for all Legislative proposed by the Navajo Nation Council Delegates. For all proposed Legislations, conduct a through impact assessment, prepare written implications, consulting with Office of Legislative Counsel. Prepared documents will become an exhibit to the proposed Legislations. Review all incoming proposed Navajo Nation legislations, place in the Legislative review process, monitor progress of each legislation, and ensure final disposition. The process must be monitored on a daily basis. Supervise two staff members to timely and accurately process proposed legislations. Work collaboratively with Legislative Advisors and designated staff to ensure timely submission of Committee Reports so that Legislations move quickly and accurately through a Legislative process. Incumbent will be a member of the engrossment review team. Attend training, conferences, and workshops to keep current of all Federal, State and Tribal issues. Prepare written monthly, quarterly and yearly reports.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's Degree in Political Science, Public or Business Administration or closely related area; and three (3) years research related experience in Administrative/Legislative /Legal knowledge of the Navajo Nation Government, plans of operations, policies and funding; conduct various types of research including economic, political and legal issues; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order 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:

Communicate effectively, verbally and in writing; researches and interprets legal documents; government relations, tribal, state and federal codes; analyze complex written documents; establishing work relationship and interacting effectively with a wide range of people; communicate clearly and concisely in the Navajo and English Languages.

Special Requirements:

Valid state driver's license, Navajo Nation Tribal Vehicle Operator's Permit and Navajo Nation Bar Association Member, **preferred**.

VETERANS PREFERENCE APPLIES

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