

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0032886

Date Posted: 02/14/11

POSITION NO: 202028

Closing Date: 02/28/11

CLASS CODE: 1298

POSITION TITLE: Legislative Secretary I

DEPARTMENT NAME: Council Delegates Office - Office of Legislative Services

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N58A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00 am to 5:00 pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Receives and screens telephone calls and visitors, refers them to appropriate staff/departments; responds to routine questions such as those concerning standard office procedures, directs people to appropriate legislative office/staff; receives incoming resolutions and related documents and refers them to appropriate staff; responds to requests for general information; composes, types and edits correspondences, reports and forms for grammatical and typographical accuracy; prepares committee meeting schedules, conferences calls and appointments for Council Delegates.

In the absence of the Legislative Reporter I, prepares meeting materials, keeps members informed of meeting schedule; records minutes of meetings; periodically operates voting machine in the Navajo Nation Council Chamber; composes, drafts and types correspondences on a wide range of subjects in accordance to general instruction that are dictated by Council Delegates. Prepares legislative documents for the Navajo Nation Council for their work sessions, special/regular Council Sessions.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by six (6) months to one (1) year of secretarial or business school training; and

Experience:

one (1) year of experience in clerical and transcription work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Experience in short hand, which might be required at some meetings, session, etc., **preferred**.

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

Special Knowledge, Skills and Abilities:

Required to demonstrate fluency in both the Navajo and English languages; knowledge in secretarial practices and procedures; knowledge in applicable policies, practices and procedures related to work assignment. Skill in following oral and written instructions, policies and procedures; skill in operating a variety of office equipment, including computers, fax machines, copy machines, telephones and typewriters; skill in applying judgment in the release of confidential information; skill in establishing and maintaining effective working relationship with others; skill in English composition, grammar, punctuation and spelling; ability to communicate clearly and concisely, orally and in writing.

Skill in working with computers, must be bilingual and proficient in translation of Navajo language to English.

License/Certification Requirements:

Valid state driver's license, **preferred**.

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