

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>LB08110228</u>	DATE POSTED:	<u>06/02/15</u>
POSITION NO:	<u>230120</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Legislative Reporter</u>		
DEPARTMENT NAME / WORKSITE:	<u>LB/Office of Legislative Services - Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00am - 5:00pm</u>	PART TIME:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		SEASONAL:	<input type="checkbox"/>
		DURATION :	<u> </u>
		TEMPORARY:	<input type="checkbox"/>
		GRADE/STEP:	<u>AB59A</u>
		\$	<u>26,270.40</u> PER ANNUM
		\$	<u>12.63</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Assigned to and attends meetings of the Standing Committee(s) of the Navajo Nation Council. Records in detail all meetings and hearings, proofreads and edits resolutions/legislations, financial reports, memorials, amendments, correspondences for accuracy of contents, spelling and mathematical errors, corrects format 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 custodial responsibility for all legislative/financial documents. Assist clients and answers/directs telephone calls. Composes and types correspondences dictated 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; Transcribe meeting minutes to present to Committee.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration, Law Advocate, Public Administration or Secretarial Services; and two (2) years of advanced secretarial and transcription experience. Proficient in recording, transcribing and translating the Navajo language to English and vice versa.

Preferred Qualifications:

- Two (2) years of experience as a court clerk.
- Proficient in translating, transcribing and recording minutes.
- Proficient in Microsoft Office or other computer applications.

Special Requirements:

(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:

Comprehensive knowledge of secretarial practices and procedures; comprehensive knowledge of modern office practices, procedures, systems and equipment; proficiency in the English/Navajo languages, including correct spelling, grammar and punctuation, knowledge of committee/commission rules, protocol policies and regulations. Ability to maintain complex committee/commission and confidential records and to prepare accurate reports, file records and materials, ability to establish and maintain effective working relationship with elected officials, fellow employees and the general public. Ability to deal with problems and complaints courteously, diplomatically and with tact with the ability to communicate clearly and concisely, orally and in writing; ability to understand and communicate in the Navajo language. Ability to work in a political environment with changing priorities. Skill in the operation of computers, digital recorders, transcribers and typewriters. Skill in shorthand or speedwriting preferred.

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