

LEGISLATIVE ADVISOR I

DEFINITION: Under general direction, performs a wide range of professional legislative work of considerable difficulty in providing administrative support to legislative committees; analyzes and reports on committee activities, legislative issues and provides relevant information to Navajo Nation government officials; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Reviews resolutions, reports, correspondence, legislative documents and other written material for accuracy of content, spelling, grammatical errors and punctuation, correctness of information and interpretation; reviews finalized copies of documents and materials for committees; prepares correspondence, committee agendas and reports, legislative documents and position statements; researches applicable laws, legislation and regulations; compiles and analyzes data for special projects; prepares reports and makes recommendations based on surveys, studies and analysis.

Facilitates work sessions with committee members; mediates issues and concerns and makes presentations to committees, boards and commissions; interprets legal documents, Navajo Nation, state and federal regulations and codes; composes correspondence; advises committees and subcommittees, elected and appointed officials on Navajo Nation, congressional and state legislative issues; coordinates, prepares and reports on legislative matters.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of public administration, organizational and management theory, specifically Navajo Nation goals and priorities and Navajo Nation, state and federal governmental processes.

Knowledge of correct English language usage, grammar, punctuation, vocabulary and spelling and business and governmental writing techniques and standards.

Knowledge of legislative, economic and social issues affecting the Navajo Nation.

Knowledge of legislative affairs planning, legislative analysis techniques, business systems and procedures analysis.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of Nation operations relative to the principles and techniques of policy analysis.

Skill in communicating effectively both orally and in writing.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of legal and quasi-legal documents including Navajo Nation, federal and state guidelines.

Skill in developing and monitoring complex legislative processes in order to analyze and present policy alternatives.

Skill in managing complex internal relationships and providing advice and counsel to Navajo Nation officials.

Skill in maintaining open communication and effective working relationships,

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

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MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Political Science, Public or Business Administration, Finance, Natural Resources, Transportation, Health, Education, Human Services, Law or related field; and two (2) years of experience in technical and resolution writing, conducting research and analysis of public policy matters.

PREFERRED REQUIREMENTS:

- Member of the Navajo Nation Bar Association and in good standing.
- Six (6) years of experience working with the Navajo Nation Council or a Standing Committee involving the interpretation of legal documents and Navajo Nation, state and federal regulations and codes.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.