

### **LEGISLATIVE ASSISTANT**

**DEFINITION:** Under general supervision, performs administrative and/or secretarial support work of moderate difficulty for Navajo Nation Council Delegates and standing committees, requiring the application of specialized administrative, technical and secretarial knowledge and the exercise of initiative, independent judgement and decision-making; 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:**

Provides and/or coordinates secretarial and administrative duties; receives and screens telephone calls and visitors and refers to appropriate staff or individual; composes and prepares selected correspondence and/or reports; answers inquiries requiring interpretation of legislative policies, rules and regulations; schedules committee meetings, conferences, conference calls and other appointments.

Prepares agenda and other relevant documents and materials; prepares administrative functions during meetings; operates voting machine; records, transcribes and prepares minutes of meetings and hearings; edits, proofreads and finalizes transcripts, legislative bills, resolutions, memorials, amendments and journals; ensures that appropriate review process is adhered to and documents are properly formatted and organized; copies, archives, and distributes documents to appropriate parties; conducts research for council delegates.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of committee rules, protocol, policies and regulations.  
Knowledge of Navajo Nation organization, policies and procedures.  
Knowledge of office secretarial and administrative principles, procedures, and practices.  
Knowledge of basic budgeting procedures and financial record keeping.  
Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.  
Skill in bookkeeping practices and procedures.  
Skill in following oral and written instructions and procedures.  
Skill in operating typical office equipment, personal computer and standard office computer programs.  
Skill in conducting research and preparing reports, documents, and correspondence.  
Skill in presenting ideas and concepts orally and in writing.  
Skill in utilizing public relations techniques in responding to inquiries and complaints.  
Skill in establishing and maintaining effective working relationships with other employees and the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Business Administration or related field; and four (4) years increasingly responsible office support/administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications.

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.