

LEGISLATIVE DISTRICT ASSISTANT

DEFINITION: Under general direction, performs a wide range of professional legislative work of considerable difficulty in providing general support to Navajo Nation Council delegates; conducts research; prepares resolutions, memorials, amendments and journals; drafts legislation; addresses inquiries and requests from constituents and 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:

Provides general support to Navajo Nation Council delegates, including administrative work; performs research on Navajo Nation statutes and applicable laws, legislations and regulations; compiles and analyzes data for specials projects; prepares resolutions, memorials, amendments and journals; tracks resolutions to determine potential impact on chapters, community members and the Navajo Nation; monitors progress of all legislative initiatives for community impact to ensure that changes affecting the chapter accurately reflect effective administrative capacity; serves as liaison and addresses individual inquiries from constituents and government officials; interacts and negotiates with Navajo Nation Executive, Legislative and Judicial Branch programs on behalf of chapters.

Completes special assignments and projects as assigned such as attending and reporting on chapter meetings, committee meetings and Navajo Nation Council meetings; composes correspondence; advises and makes recommendations regarding Navajo Nation, congressional and state legislative issues; prepare written reports and makes recommendations based on surveys, studies and analysis; prepares information for presentations; develops and maintains communication and coordinates with assigned chapters; interacts with and responds to inquiries from government entities and the general public.

Serves a technical support to Council delegate(s); researches, analyzes and tracks proposed chapter resolutions; monitors chapter activities; keeps Council delegates informed on chapter issues; assists delegates with the coordination of meeting schedules, council sessions, public appearances, interviews and other events and activities; makes travel arrangements; reconciles travel claims in accordance with established policies and procedures; writes grant proposals; serves as resource person for policy and procedural questions; addresses requests for information and assistance from constituents, staff and Council delegates.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of public administration, organizational and management theory, Navajo Nation goals and priorities, and Navajo Nation, State and Federal governmental processes.

Knowledge of legislative and chapter meeting rules, protocol, policies and procedures.

Knowledge of legislative, economic and social issues affecting the 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.

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

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

LEGISLATIVE DISTRICT ASSISTANT

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 and other governmental officials.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in maintaining open communication and effective working relationships with others.

Ability to maintain high ethical and confidentiality standards.

Ability to work independently as well as, in a team environment.

Ability to present idea/concepts and communicate, both orally and in writing, with chapter community members, government officials (i.e., tribal, city, county, state, national), lobbyists, attorneys and other legislative staff.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Political Science, Public Policy, Public Administration, Government, Business Administration or a closely related field; and one (1) year of professional work experience in government or with legislative processes which include analyzing and implementing public policy, developing and reviewing legislation, and serving as a liaison with local constituents, governmental agencies at all levels; or an equivalent combination of education and experience.

PREFERRED REQUIREMENTS:

- Four (4) years of experience in legislative and chapter meeting rules, protocols, policies and procedures, economic and social issues affecting the Navajo Nation.
- Demonstrated leadership and organizational skills.

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