

### **LEGISLATIVE REPORTER SUPERVISOR**

**DEFINITION:** Under direction, performs work of considerable difficulty in supervising, coordinating and performing specialized clerical work in recording, disseminating, monitoring and finalizing Navajo Nation Council and Standing Committee resolutions and legislation; supervises the recording and transcription of official minutes of Navajo Nation Council, committee and legislative sessions or hearings requiring the application of specialized knowledge and the exercise of initiative, independent judgment 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:**

Coordinates the processing of all resolutions and legislation by assigning tracking numbers, recording information, disseminating copies to appropriate committees, monitoring review process, finalizing enacted legislation and obtaining appropriate signatures; coordinates and supervises activities of staff engaged in recording and transcribing official minutes of Navajo Nation Council, committee and legislative sessions and meetings; receives schedule of meetings of the Navajo Nation Council, standing committees or other meetings; plans, coordinates and oversees the assignment of reporters to cover specific sessions, meetings and other similar activities; orients, monitors and oversees the work of support staff; conducts performance appraisals.

Serves as technical support by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to work activities; maintains official records of the Navajo Nation Council, its standing committees and other committees; records verbatim minutes of meetings and transcribes recordings for official records; maintains accurate notes of all proceedings; distributes materials and informational packets; prepares summarized journals of each meeting; proofreads, edits and finalizes transcriptions; finalizes all approved resolutions; distributes list of resolutions to appropriate offices.

Reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable policies, procedures, rules and regulations; fills requests for copies of excerpts; releases information in accordance with applicable policies, procedures, rules and regulations; prepares annual budget; maintains account ledgers and monitors expenditures; ensures all recording equipment is functional and properly setup for Navajo Nation Council sessions, committee, commission and board meetings; responsible for the maintenance of all equipment; requisitions supplies, equipment, printing, maintenance and other services.

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

Knowledge of office management support practices and procedures.

Knowledge of policies, practices, procedures and terminology appropriate to assigned function.

Knowledge of basic budgeting procedures and financial recordkeeping.

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Knowledge of the English language, grammar, punctuation and spelling.

Knowledge of supervisory methods and techniques.

Skill in preparing a variety of records, reports and correspondence using appropriate format.

Skill in maintaining complex files and records.

Skill in following oral and written instructions, policies and procedures.

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Skill in operating a variety of office equipment, including personal computers, telephones and typewriters.  
Skill in conducting research and preparing reports, documents and correspondence.  
Skill in applying judgment in the release of confidential information.  
Skill in supervising, evaluating, training and motivating employees.  
Skill in establishing and maintaining effective working relationship with others.

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

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Business Administration or related field; and three (3) years of experience in reporting and transcription work, two (2) years of which must have been in a supervisory capacity.

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Business Administration.
- Proficient in Microsoft Office or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

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.