

LEGISLATIVE CLERK SUPERVISOR

DEFINITION: Under general direction, performs work of considerable difficulty in rendering supervisory guidance and direction to a pool of secretarial staff engaged in providing clerical support to the Committees of the Navajo Nation Council and individual Council Delegates; provides a full range of secretarial and administrative office support work; 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:

Ensures the efficient operation of the Navajo Nation Council delegates office by coordinating the staffing for Council sessions, committee meetings and special legislated hearings; plans, organizes and supervises work activities of secretarial support staff; defines priorities and explains special assignments; resolves numerous office problems and situations that effect the orderly and efficient operation and/or flow of work assignments; evaluates office operations and recommends new office procedures; assigns and monitors assignments received and requested from Council Delegates i.e., typing, itinerary/schedules, claims, etc.; maintains schedule of meetings; conducts performance appraisals; orients new staff.

Serves as technical support by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to work activities; proofreads, edits and finalizes proposals, resolutions and correspondence; assists with and monitors the flow of resolutions during Navajo Nation Council sessions, ensures resolutions are prepared in accordance with applicable policies and procedures for review by the Navajo Nation Council; monitors the signature approval process; finalizes all approved resolutions.

Reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable policies, procedures, rules and regulations; prepares required reports; coordinates the development of annual budget; maintains account ledgers and monitors expenditures; requisitions supplies, equipment, printing, maintenance and other services; keeps Executive Director apprised of issues and correspondence concerning the legislative activities; monitors personnel actions and issues.

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 work 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.

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 relationships with others.

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

MINIMUM QUALIFICATIONS:

- An Associate's degree in Business or related field; and five (5) years of administrative or office management experience.

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience providing guidance and direction to staff engaged in providing clerical support to the Navajo Nation Council.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.