

LEGISLATIVE SECRETARY I

DEFINITION: Under general supervision, performs work of routine difficulty in performing clerical assignments; serves as the principal clerical assistant performing a variety of routine clerical tasks for Navajo Nation Council delegates and/or pertinent legislative programs; the supervisor provides specific assignments that are accompanied by detailed and specific instructions; 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:

Receives and screens telephone calls and visitors, refers them to appropriate staff; responds to routine questions such as those concerning standard office procedures; directs people to appropriate legislative office/staff; receives incoming resolutions and related documents and refers them to appropriate staff; responds to requests for general information; composes, types and edits correspondence, reports and forms for grammatical and typographical accuracy; schedules committee meetings, conferences, conference calls and appointments.

Prepares agendas and meeting materials, keeps members informed of scheduled meetings; records and transcribes minutes of meetings; proofreads, edits and finalizes transcripts, legislative bills, resolutions, memorials, amendments and journals; copies, archives and distributes documents to appropriate parties; reviews reports prior to entering into journals; maintains electronic and/or hard copies files; attends and records meetings of Navajo Nation standing committee(s); operates voting machine in the Navajo Nation Council chambers; conducts research for council delegates or legislative level positions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of secretarial practices and procedures.

Knowledge of applicable policies, practices and procedures related to work assignment.

Knowledge of committee rules, protocol, policies and regulations.

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

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

Skill in maintaining electronic/hard copy filing/recording systems.

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

Skill in operating a variety of office equipment, including personal computers and telephones.

Skill in applying judgment in the release of confidential information.

Skill in establishing and maintaining effective working relationships with others.

Skill in English composition, grammar, punctuation and spelling.

Ability to communicate clearly and concisely, orally and in writing.

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 high school diploma or GED supplemented by six (6) months to one (1) year of secretarial or business school training; and one (1) year of clerical and transcription work experience.

PREFERRED QUALIFICATIONS:

- Completion of a secretarial or business school training program.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 1298
Administrative and Office Support Series
Legislative Support Group
Overtime Code: Non-Exempt
Pay Grade: 58

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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.