

LEGISLATIVE TRANSCRIPTIONIST

DEFINITION: Under general supervision, performs work of moderate difficulty in coordinating the transcription of Navajo Nation Council, Standing Committees, Sub-Committee and commission meetings and/or work session proceedings; transcribes live meetings or digital voice recordings recorded by the legislative reporters requiring extreme accuracy and precision; preparing written transcription in the Navajo and English languages; 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 transcription of Navajo Nation Council, Standing Committees, Sub-Committee and commission meetings and/or work session proceedings and verbal discussions and communications from said meetings; transcribes live meetings or digital voice recordings recorded by the legislative reporters; prepares written transcription from audio recording utilizing the Navajo and English Language and transcribe from English to Navajo and Navajo to English; operates recording equipment to prepare official legislative document; maintains strict confidentiality

Prepares and provides excerpts from current and previous meeting recordings as requested by the Navajo Nation Council Delegates; coordinates with the legislative reporters to establish meeting recording requirements to include, but not limited to, utilizing recording bookmarks; works in coordination with the legislative tracking section and legislative process section to organize and complete transcriptions of past meetings and establish a records retention system/schedule; attends meetings and/or public hearings to transcribe when a topic of discussion may be deemed controversial to ensure transcriptions are available.

Performs other legislative duties such as preparing legislative documents through revision and proofreading; reviewing legislative documents such as legislative bills, journals, meeting minutes and resolutions; revising transcripts as needed.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of terms and practices which are required to perform tasks effectively.

Knowledge of word processing software.

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

Knowledge of operation and maintenance of audio and video transcription and recording equipment.

Skill in interpreting and translating English into the Navajo language without difficulty, must be highly fluent in communicating in the Navajo language.

Skill in using computer programs and applications.

Skill in time management required to be able to execute tasks within specified time frame.

Ability to listen attentively, read, understand and follow oral and written instruction.

Ability to follow instructions and ensure the delivery of error free assignments.

Ability to concentrate and pay close attention to detail for extensive periods of time.

Ability to type 80 WPM from tape using transcription equipment.

Ability to use designated reference materials.

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Ability to establish and maintain positive relationships with Navajo Nation Council delegates, elected officials, 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. Work requires attention to detail in developing official minutes for public records with lifting and carrying of audio and visual equipment weighing up to 60 pounds.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Business or Public Administration, Transcriptionist, Law Advocate, Secretarial Science or Navajo Court Transcription Certification; or an equivalent combination of education and experience.

Special Requirements:

- Proficient in translating, transcribing and recording minutes.
- Proficient in Microsoft Office or other computer applications.
- Proficient in recording, transcribing and translating of Navajo language to English.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience as a court transcriptionist.

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.