

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD02920418

DATE POSTED: 01/05/21

POSITION NO: 211720

CLOSING DATE: 01/19/21

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME / WORKSITE: DIVISION OF COMMUNITY DEVELOPMENT EXECUTIVE ADMINISTRATION, WINDOW ROCK, AZ

WORK DAYS: MON-FRI REGULAR FULL TIME:  GRADE/STEP: BJ56A

WORK HOURS: 8:00AM-5:00PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 22,487.76 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 10.77 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide clerical support for the DCD Executive Administration. Answer phones and transfer to the appropriate staff member; takes messages; greet public and clients and direct them to the appropriate staff member/program. Receive, sort, and distribute incoming mail. Maintain document tracking system. Respond to and provides information regarding departmental functions to public and clients, including explanations of DCD program services, policies and procedures, in person, telephone, email, or by correspondence. Types documents, reports and correspondence.

Functions as a 6B requisitioner, assist in preparing and processing financing documents, i.e., online purchase requisitions, receiving records, request for direct payment, and travel authorizations. Pickup payroll and vendor checks. Order and maintain office supplies. Fax, scan and copy documents. Maintain office filing and storage systems. Update and maintain databases such as mailing lists, contact lists and internal staff contact lists. Coordinate and organize appointments and meetings. Assists with event planning and implementation. Performs errands to the post office and other departments. Keep office area clean and organized.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic clerical and office support practices and procedures.

Knowledge of computer software, word processing, database and spreadsheet applications. Knowledge of microfiche processing and storage.

Knowledge of the operation and maintenance of camera equipment related to microfilm storage. Skill in preparing a variety of records, reports and correspondence.

Skill in the use of personal computers and applicable software applications.

Skill in maintaining filing and records systems.

Skill in following oral and written instructions.

Skill in operating office equipment, including computer programs.

Skill in English composition, grammar and punctuation.

Skill in applying judgment in the release of and safeguarding confidential information.

Skill in preparing clear and comprehensive reports.

Skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**