

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB08514298

DATE POSTED: 01/08/18

POSITION NO: 244110

CLOSING DATE: 01/22/18

POSITION TITLE: Office Aide

DEPARTMENT NAME / WORKSITE: Office of Legislative Services/Ethics and Rules Office - Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI54A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 17,534.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 8.43 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Office Aide responsibilities: Under general supervision of the Executive Director, the Office Aide will perform basic, routine secretarial and administrative tasks. Tasks include, but are not limited to, answering telephone calls, transferring telephone calls, taking messages, and relaying messages to the appropriate individuals. Greet and refer visitors to the appropriate staff. Prepare mailing labels/envelopes, check mail, receive and record incoming mail and distribute to Ethics and Rules staff; make photocopies, transmit facsimiles, process documents and forms according to instructions; complete and enter data; make routine calculations and check information for accuracy; may order, stock and distribute office supplies; may run various errands.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- No prior experience required.

Special Requirements:

- A favorable background investigation.

(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 office telephone etiquette; skill in basic filing and record keeping; skill in the operation of a variety of office machines including, personal computers, telephones, photocopiers; skill in establishing and maintaining effective working relationships with other; ability to follow oral and written instructions; excellent skill in communicating with the public and officials in professional manner in high volume telephone and walk-in basis; May be required to demonstrate fluency in both Navajo and English languages as a condition of employment.

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