

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70120435

DATE POSTED: 01/08/21

POSITION NO: 244406

CLOSING DATE: 01/22/21

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: Navajo Head Start - Finance Section / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BM62A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 42,469.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 20.34 PER HOUR

NON-SENSITIVE TEMPORARY: 6 months

DUTIES AND RESPONSIBILITIES:

Assists the Director of Financial Services by providing administrative office duties and office support when needed by answering phones, greeting and assisting visitors, responding to inquiries, taking messages, and following up on pending documents with Head Start staff and/or Navajo Nation programs. Assists with drafting public information, documents and memoranda for immediate supervisor's review and signature; prepares requested reports when necessary; reviews and verifies incoming/outgoing documents, requested records, and any forms for accuracy and completeness. Create and maintain necessary filing systems – manual and electronic; reviews office processes and makes recommendations to improve current policies/procedures; assists in problem solving, planning, development and implementation of goals and objectives. Assists staff with technical support by researching and compiling information as requested. Assists with inquiries related to specific work activities or projects; assists with scheduling meetings, interviews, program events; assists with travel arrangements including travel and lodging arrangements; prepares all materials needed for meetings/events/activities including agenda, meeting minutes, refreshments, etc.. Financial duties include maintaining records of financial documents such as expenditures and encumbrances, prepare budget estimates; prepare, research, and review purchase requisitions and payments of invoices; work directly with vendors on quotes and invoices; compiles financial information for requested reports; orders supplies for Head Start staff for equipment replenishment, printing supplies, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a Valid State Driver's License.
- 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 management/administrative support practices and procedures. Knowledge of basic budgeting procedures and financial recordkeeping. Knowledge of a variety of computer software, including word processing, database and spreadsheet application. Knowledge of budget preparation, monitoring and administration. Skill in preparing a variety of reports and correspondence. Skill in maintaining complex files and records. Skill in following complex oral and written instructions, policies and procedures. Skill in operating a variety of office equipment, including personal computers, telephones, calculators, and typewriters. Skill in verbal and written communications. Skill in utilizing computer databases to research, maintain and update records and files. Skill in establishing and maintaining effective working relationships with others.

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