

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR04022574

DATE POSTED: 01/10/22

POSITION NO: 244849

CLOSING DATE: 01/24/2022 by 5pm

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: Resource Enforcement/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ62A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 38,836.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 18.60 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Prepares all administrative documents including Personnel and Financial documents. Reviews and checks documents for supervisor signature. Prepares financial outlook for fiscal year regarding personnel and operating expenses. Works with District Sergeants compiling administrative documents for submittal to supervisor. Records information and verifies for completeness, accuracy and conformance to applicable rules and policies. Prepares all budget submittals for various funding sources. Maintains electronic and manual filing system for the Department. Assists in administrative problem solving, project planning, development and execution of stated goals and objectives. Schedules and coordinates Department activities, oversees support staff and organizes all administrative duties and activities. Reconciliation of accounts and expenses. Will lead and train subordinates and supervise staff. Participates in the hiring and background process for new applicants. Prepares documents such as Position Classification Questionnaires, Job Vacancy Announcements, Personnel Action Forms etc. Coordinates and monitors projects and activities for the Department. Assist in development of Department Master Plan, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- A favorable background investigation.
- Possess a valid Driver's License and obtain a valid Navajo Nation Vehicle Operator's Permit.

(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:

Ability to communicate in the Navajo Language. Must be proficient in using computer applications such as, Microsoft Word, Sharepoint, etc. Must be proficient in budget development and financial reconciliation and forecasting. Must be a self starter and be able to work under pressure with little supervision. Must be able to meet project deadlines. Employee maybe required to work outside of the normal business hours from time to time. Ability to keep confidential documents protected.

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