

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

REQUISITION NO: DOH03522575

DATE POSTED: 01/10/22

POSITION NO: 940397

CLOSING DATE: 01/24/2022 by 5pm

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: Food Distribution Program/ Ft. Defiance, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ56A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 23,455.92 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.09 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of clerical/office support work of limited scope and complexity following established guidelines and/or procedures; resolves routine clerical problems; performs related work as assigned Answers telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Receives, logs in and distributes incoming mail; responds to requests for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database; makes routine calculations and checks information for accuracy; may order, stock and distribute office supplies.

**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

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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

***(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.**