

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01322609

DATE POSTED: 01/11/22

POSITION NO: 245067

CLOSING DATE: 01/25/2022 by 5pm

POSITION TITLE: Office Aide

DEPARTMENT NAME / WORKSITE: Navajo Land Administration - Shiprock, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ54A

WORK HOURS: 40 per week PART TIME: NO. OF HRS./WK.: _____ \$ 19,501.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 9.34 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Greets visitors and refers to appropriate staff. Screen clients for temperature screening. Perform daily office work, log in incoming mail from general public or from various Navajo Nation Tribal Offices. Answer telephones, route calls, and take messages. Photo copy of clients applications, set up new files for Homesite Lease applicants, types labels and basic filing. Schedule meeting with clients for Home site lease signature(s) by appointment. Generate receipt for clients paying their home site filing fees. Upload finalized Home Site lease to the Navajo Land System. Run errands for department, pick up mail and/or mail out Home Site lease packages to clients.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

No prior experience required

Special Requirements:

(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 reading, spelling and simple arithmetic. Skill in basic filing and recordkeeping. Skill in the operation of a variety of office machines including, personal computers, telephones and copiers. Skill in establishing and maintaining effective working relationships with others. Ability to follow oral and written instructions.

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