

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

REQUISITION NO: OPV03722608

DATE POSTED: 01/11/22

POSITION NO: 243877

CLOSING DATE: **02/01/2022 by 5 PM**

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Nation Veteran Administration- Tse Bonito, New Mexico

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ56

WORK HOURS: 8:00 to 5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 23,155.92 PER ANNUM

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

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision of the Executive Director, the Office Assistant provides the following duties and responsibilities: General office practices such as receive, log and distribute incoming/outgoing mail, type correspondences, answer telephone calls, assist clientele with their inquiries and documentation; review financial assistance document prior to data entry, maintain electronic and hard copies of monthly and quarterly reports; request for Direct Payment for Navajo Veterans assistance.

**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:**

- A favorable background investigation. (If selected for the position, tribal background checks must be completed prior to employment at the applicants expense.)
- Posses a Valid State Driver's License.

***(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:**

Prefer fluency in both Navajo and English. Knowledge of basic mathematical applications; Knowledge of organization records management practices and principles which include preparing/maintaining accurate records, reports, and files; Knowledge of public relations/customer service principles, practices and techniques; Basic computer skills and general knowledge of research and development; Skills in effective communication; promote proactiveness, productivity and customer service.

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