

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

REQUISITION NO: DPS14911440  
POSITION NO: 242505  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 02/08/16  
CLOSING DATE: 02/22/16

**Office Assistant**

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections - Administration / Window Rock, Arizona

WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB56A</u>
WORK HOURS: <u>8AM - 5PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>20,300.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>9.76</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Perform duties involving answering telephone, routes calls, and/or takes messages; greet 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)**

High School diploma or GED; and one (1) year of general office, customer service or related experience.

**Preferred Qualifications:**

Proficient in Microsoft Office software or other computer applications; College courses in Business or related field

**Special Requirements:**

Possess 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:**

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, use of personal computers and applicable software applications. Skill in maintaining, filing and records systems, following oral and written instructions. skill in operating office equipment including computer programs. Skill in english composition, grammar and punctuation, applying judgment in the release of and safeguarding confidential information. Skill in preparing clear and comprehensive reports, establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

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