

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0357407

Date Posted: 01/14/13

POSITION NO: 940603

Closing Date: 01/28/13

CLASS CODE: 1364

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: NAVAJO FOOD DISTRIBUTION PROGRAM

DEPARTMENT NO: 35 WORKSITE LOCATION: Mexican Springs, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R56A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Answer telephones, route calls, and/or take messages. Greets and refer visitors to appropriate staff/resources; response to routine inquires that 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 files, filing new documents, purging and updating.

Receives, log in and distributes incoming mail; responds to request for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machines and related equipment; may prepare and transmit facsimiles; receives processes employee and office related forms and/or documents; takes transcribes minutes of meetings; enters data into database; employee timecards to complete payroll timesheets, order supplies in accordance to purchasing procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One year (1) of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Ability to do clerical work involving in independent judgment. Experience with computer software, word processing, database, and spreadsheet applications. Skill in filing, record system, and able to follow oral and written instructions. Prepare clear and comprehensive reports, prepare records, reports and correspondence using computer software.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo/English languages as condition of employment.

License/Certification Requirements:

Valid state driver's license, *preferred*.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99