THE NAVAJO NATION

Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: 0002816919

DATE POSTED: 01/15/19

CLOSING DATE: 01/29/19

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: OOC / General Accounting Section / Window Rock, Az

WORK DAYS: Monday-Friday

REGULAR FULL TIME: ☑

GRADE/STEP: AR56A

PART TIME:

NO. OF HRS./WK.: $ 21,320.00 PER ANNUM

SENSITIVE: $ 10.25 PER HOUR

NON-SENSITIVE: DURATION:

TEMPORARY:

WORK HOURS: 8am - 5pm

Provide customer service to public and other departments sitting at the front desk window. Assists Contract Accounting, General Accounting/Fixed Assets, Controller's Administration, and Payroll. Delivers documents to the sections, managers, and notifies Controller of visitors. Serves as the first contact person with the public and other divisions. Has knowledge of the internal flow of the Controllers Office. Assist to run reports, check balances in accounts, check paperwork being turned in. Assists to encumber Interdepartmental Charge Requests, and answer general information on ICR process. Assist in copying, boxing and filing and delivery of documents to other departments, sections and Branches. Assist in compiling printed document reports in order for the Controller to hand out/present. Answers phones and provides assistance in general office duties.

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.

● 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, work processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence.

Skill in maintaining filing and records systems.

Skill in following oral and written instructions.

Skill in customer service.

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