

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1512762
POSITION NO: 942937
CLASS CODE: 1367

Date Posted: 01/18/11
Closing Date: 01/31/11

POSITION TITLE: OFFICE AIDE

DEPARTMENT NAME: Department of Child Support Enforcement

DEPARTMENT NO: 151 WORKSITE LOCATION: Shiprock NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N54A

Days: Monday - Friday Permanent: SALARY:

Hours: 8:00 am - 5:00 pm Temporary: Duration: \$ \$15,558.40 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ \$7.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Responsible for typing labels for folders and make folders for client files. Upon receiving an application, a case folder shall be established. Responsible for coding client folders for proper identification labels are place on folders to indicate what type of case it may be. Case types are coded by TANF and Non-TANF. Files folders by alphabet. Ensures that all correspondences are in an orderly fasion and insert folder dividers when necessary. Responsible for ensuring that all incoming documents are filed in correct files and records are updated. Sorts and files incoming documents are filed in correct files and records are updated. Sorts and files incoming correspondences in client folders, or refers file to appropriate staff. Maintains a log of all cases and submits statistical monthly reports on incoming applications, etc.

Responsible for ensuring that all inactive folders are filed separately from the active files and labeled as such required to answer incoming telephones calls, when staff are unavailable and to take messages and forward to appropriate staff members. May be required to assist subordinates in meeting assigned deadlines. May be responsible for pulling folders for subordinates. Attends staff meeting.

QUALIFICATION REQUIREMENTS:

Education and Training:

PREFERRED: A high school diploma, supplemented by a course in typing.

Experience:

PREFERRED: Two (2) years of experience in typing and bookkeeping.

Special Knowledge, Skills and Abilities:

Knowledge of operating office equipment. Ability to cummunicate effectively, ability to analyze data and draw sound conclusion, ability to maintain effective working relationship with public and subordinates.

License/Certification Requirements:

PREFERRED: Valid driver's license and must be able to obtain Navajo Nation Tribal Vehicle Permit.

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