

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR08211360

DATE POSTED: 01/25/16

POSITION NO: 939887

CLOSING DATE: 02/05/16

POSITION TITLE: OFFICE AIDE

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB54A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: 17,097.60 PER ANNUM

SEASONAL: DURATION : \$ 8.22 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Job duties include front office receptionist for the NDWD Administration Office and the MIS Unit as needed, providing program service information, directing and assisting visitors to the appropriate offices, answer incoming and placing outgoing telephone calls, log in the daily mail and distribution of incoming/outgoing documents to appropriate offices/employees. Prepare orders for office supplies and maintain Xerox Copier and telefax machine. Maintain and monitor paper supplies for Xerox Copier and printers. Prepare office itineraries and spreadsheets for participant payments tracking. Perform clerical duties including filing, type correspondences/forms, fax documents, maintain mailboxes and front office. Assist with submission of documents to other offices or retrieval of documents.

Comply with NDWD policies and procedures and Navajo Nation policies/mandates. Prepare travel request forms as needed. Submit progress reports to immediate supervisor. Attend conferences/training and staff meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- No prior experience required.

Preferred Qualifications:

- A high school diploma or GED.
- Some experience in the use of personal computers.
- Six (6) months experience in basic clerical and office support work.

Special Requirements:

- Must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(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:

The desired individual must be a people person with a positive and helpful attitude. Must be willing to be on time to work and maintain the front office in a customer-friendly setting. Must be computer-literate and use Microsoft applications for work activities. Must be willing to train for use of Navajo Nation Purchase Card and Navajo Nation Motor Vehicle permit assignment.

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