THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0172805** | Date Posted: **01/31/11**

POSITION NO: **200829** | Closing Date: **02/11/11**

CLASS CODE: **1364**

POSITION TITLE: **OFFICE ASSISTANT**

DEPARTMENT NAME: **Division of Human Resources / Department of Retirement Services**

DEPARTMENT NO: **40** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
- Days: **Monday - Friday**
- Hours: **8am - 5pm**

POSITION TYPE:
- Permanent: ☑
- Temporary: ☐ Duration: _____
- Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N56A**

SALARY:
- $ **18,470.40** Per Annum
- $ **8.88** Per Hour

DUTIES AND RESPONSIBILITIES:

The primary duties and responsibility is to assist the Retirement Officer and to provide update on participants' personnel census data to insure a complete up-to-date data bank for the actuarial valuation (annually) of the Navajo Nation retirement funding level. Update Continue Service Records (CSR) on a daily basis to meet the request demand by active and inactive employees and at times assist with updating pension calculations; Research all employee's employment dates with the NN government; Assistant to help determine retirement eligibility; Provide income verifications for outside agencies as requested by retirees; Assist Retirement Officer with clients on retirement benefits; Maintain filing system; Maintain Confidentiality to all documents; Other duties include assisting clients with their benefit calculations, and to answer questions regarding the Navajo Nation Defined Benefit Plan. Other duties as assigned by the supervisor (Plan Administrator) to assist with the front office and to assist in the preparation of materials for presentations and training purposes.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One (1) year 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, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

The ability to use the Microsoft Word software to research and input information. Knowledgeable in Microsoft, Excel and ability to use the NN Human Resource Information System, and the Financial Resource Information System software to retrieve information pertinent to compiling personnel census data, ability to use Alchemy the DPM-HR Document Retrieval System.

License/Certification Requirements:

PREFERRED: Must possess a valid state driver's license

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***