

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0382846

Date Posted: 01/31/11

POSITION NO: 942482

Closing Date: 02/11/11

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N560A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 18,470.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Clerical duties - typing of correspondence, make travel authorization, and submit for reimbursement claims, complete office supplies/equipment orders, take minutes of meetings and transcribe documents, submit bi-weekly time cards/timesheets; mail run; complete monthly mileage reports, filing, compile PCC forms on a monthly basis. Type all correspondences accurately and on a timely basis, including reports, proposals, RDPs, ICRs, TAs, TRFs, Trip Reports, and any documents as requested from the Community Health Workers. Keeps abreast of certificate/re-certification dates of field staff, First Responder, CPR, First Aide, and Public Health Course. Functions as a public relations advocate, which involves greeting the general public, staff, and other tribal visitors and workers, receiving telephone calls and providing accurate program information as necessary. Maintains programmatic accountability through daily entries in logs, registers and records as necessary. Maintains confidential information on staff and administrative files.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (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 transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures, knowledge of computer software, word processing, database, and spreadsheet applications, microfiche processing and storage. Skill in preparing a variety of records, reports, and correspondence using computer software, maintaining filing and records systems. Skill in following oral and written instructions, operating office equipment, including computer programs. Skill in English composition, grammar and punctuation, establishing and maintaining effective working relationships.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, *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