

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC02817063	DATE POSTED:		02/07/19	
POSITION NO:	202563	CLOSING DATE:		02/21/19	
POSITION TITLE:	Office Assistant				
DEPARTMENT NAME / WORKSITE:	OOC/Accounts Payable Section/ Window Rock, Arizona				
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	AR56A
WORK HOURS:	8 AM - 5 PM	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$ 21,320.00 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	\$ 10.25 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of clerical/office support work of limited scope and complexity following established guidelines and/or procedures; resolves routine clerical problems. Provides customer service to the public and other departments. Assist both Accounts Payable and Purchase Card Section. Answers telephone, route calls, and/or take messages. Greet and refer visitors to appropriate staff/resources. Receives, logs in and distributes incoming mail, responds to requests for photocopy information, prepare and transmit facsimiles, receives and processes employee and office related forms and/or documents. Maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

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:

- Possess a valid state driver's license.

<<A favorable background investigation>>

(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, word processing, database and spreadsheet applications.

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

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.