

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1362866
POSITION NO: 230311
CLASS CODE: 1260

Date Posted: 02/14/11
Closing Date: 02/28/11

POSITION TITLE: Administrative Assistant
DEPARTMENT NAME: Local Governance Support Center - Division of Community Development
DEPARTMENT NO: 136 WORKSITE LOCATION: Shiprock, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N62OA
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ \$30,950.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide and/or coordinate administrative/technical office duties; composes public information documents and/or coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring in-depth knowledge of work unit/department, programs and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations, serves as liaison between work unit and other internal/external entities; assesses users to ensure needs are met. Serves as technical support to professional staff by researching and compiling information; preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinate meetings, hearings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agenda, meeting materials and/or minutes of meetings.

Provide and/or oversee support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondences, and follow up on operational commitments. Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints, identifies and recommends appropriate course of action; provides information to others requiring in-depth knowledge of work unit/department, programs and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations. Initiate and maintain records of encumbrances and expenditures; takes a lead role in preparation of budget estimates, reviews, prepares and may authorize purchase requisitions and payment of invoices; may manage petty cash disbursements and reconciliations. Collects and compiles statistical, financial and other information for special or periodic reports; requisitions, supplies, equipment, printing, maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisals.

Education, Experience and Training:

An Associates degree in Business or related field and five (5) years responsible office administration and management 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 and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of office management/administrative support practices and procedures; policies, practices, procedures and terminology appropriate to assigned function; computer software, including word processing, database and spreadsheet applications; budget preparations, monitoring and administration. Skill in preparing a variety of records, reports and correspondence using appropriate formats; maintain complex files and records; office equipment, including personal computer, telephone, calculator, computer terminal, computer printer, scanner and typewriter. Must be organized and self motivated. Must have strong communication and interpersonal skills. Chapter government and office administration experience is preferred. Fluency in the Navajo and English language is preferred.

License/Certification Requirements:

Some positions may require possession of a valid state driver's license and Navajo Nation Vehicle Operator's 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