THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS08811470	DATE POSTED:	02/16/16
POSITION NO:	243746	CLOSING DATE:	02/29/16
POSITION TITLE:	Office Aide **(TEMPORARY - 6 MONTHS)**		
DEPARTMENT NAME / WORKSITE:	Department of Family Services / Navajo Nation Wide		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AB54A
WORK HOURS:	8 am-5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 17,097.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 8.22	PER HOUR
		TEMPORARY:	☑	**03/01/2016-09/30/201**		

DUTIES AND RESPONSIBILITIES:

Incumbent will receive the public and assist with various clerical duties, such as answering telephone calls and takes messages; responds to routine inquiries; types reports. Receives incoming documents, logs in and distributes incoming mail, makes photocopies; prepare and transmit facsimiles. Eastablish an effective working relationship and collaborate with the field offices.

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 pesonal computers.
- Six (6) months experience in basic clerical and office support work.

Special Requirements:

(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 office telephone etiquette; skill in writing, spelling, and simple arithmetic; skill in basic filing and record keeping; skill in operation of office machines including personal computer, telephone, copier, skill in communicating effectively in the Navajo and English languages; ability to follow oral and written instructions.

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