

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>LB00811461</u> | DATE POSTED: | <u>02/16/16</u> | | |
| POSITION NO: | <u>204839</u> | CLOSING DATE: | <u>02/29/16</u> | | |
| POSITION TITLE: | <u>Office Assistant</u> | | | | |
| DEPARTMENT NAME / WORKSITE: | <u>Navajo Election Administration / Shiprock New Mexico</u> | | | | |
| WORK DAYS: | <u>Monday-Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP: | <u>AB56A</u> |
| WORK HOURS: | <u>40 Hours</u> | PART TIME: | <input type="checkbox"/> | NO. OF HRS./WK.: | <u>\$ 20,300.80</u> PER ANNUM |
| | | SEASONAL: | <input type="checkbox"/> | DURATION : | <u>\$ 9.76</u> PER HOUR |
| | | TEMPORARY: | <input type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, and/or takes messages, greets, and refers visitors to appreciate staff/resources, responds to routine inquires that requires judgment in determining the type of information that may be released, provides function, specific, information, instructions and forms, types routine correspondence, reports, labels and forms, maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Receives logs in and distributes incoming mail, responds to requests, for photocopies, voter registration, assist with Poll Official training, Registrar's training, conduct Special Election, Recall, Referendums, enters data into database, makes routine calculations and checks information for accuracy, may order, stock office/election supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

REQUISITION NO:

- A high school diploma or GED; and one year of general office, customer service or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business or related field.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.
- Applicant must be fluent in the English/Navajo Language. Be familiar with the Navajo Nation Election process.

(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:

Considerable knowledge of basic and office support practices and procedures; knowledge of computer software, word processing, database; and spreadsheet applications; knowledge of operation and maintenance of digital cameras; skill in preparing variety of records and correspondence using computer software; skill in maintaining filing and record systems; following oral and written instructions; operation of office equipment; skill in English composition, grammar and punctuation, and establishing and maintaining effective working relationships.

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