THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS05613403** DATE POSTED: 03/09/17
POSITION NO: 243948 CLOSING DATE: 03/22/17
POSITION TITLE: **Office Assistant**
DEPARTMENT NAME / WORKSITE: Strengthening Families Program / Shiprock, New Mexico
WORK DAYS: Monday - Friday
WORK HOURS: 8:00 am - 5:00 pm
REGULAR FULL TIME: ☑ GRADE/STEP: AB56A
PART TIME: ☐ NO. OF HRS./WK.: $ 20,300.80 PER ANNUM
SEASONAL: ☐ $ 9.76 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Under the direction of the Principal Witness Victim Advocate the Office Assistant position will provide overall day to day clerical, administrative office support to the Strengthening Families Program Shelter facility, staffs and consumers. Ensuring all aspects of the office administration are taken care of. By monitoring the reception area of the office to ensure visitors feel comfortable and welcome; guiding consumers, vendors, inspectors, and approved visitors in the right directions. Screen all incoming calls; forward to the appropriate staff; taking message; monitor all call utilizing phone log; monitor and stock office supplies; run errands; retrieve and deliver documents and materials; monitor receiving, documenting and distributing mail for the staff and consumers; create file pertinent to the various SFP accounts; assist the supervisor in the composition of correspondence, reports, forms and other pertinent documents for the SFP shelter home

Maintain all data on a computerized data system and maintain electronic and hard copies through a secure control of records, information received, assigned or dispersed to the SFP Shelter Home personnel, consumers, vendors; ensure and adherence to all applicable policies and procedures that have been established or adopted by the program/shelter home, Navajo Division of Social Services, the Navajo Nation government and all external agencies, i.e. federal and state programs. Shall serve as the lead in compilation of the regional office's master time sheet for submission to the SFP Administration for review and approval. Will be required to attend staff meetings, conferences and trainings. In the absence of the office specialist, will be delegated to carry out the functions of the SFP Administration and oversee the day-to-day duties as required

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- 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 is required.

(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:

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