

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH03513497  
POSITION NO: 948492

DATE POSTED: 03/15/17  
CLOSING DATE: 03/28/17

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: DOH / Navajo Nation Food Distribution Program / Crownpoint, NM

WORK DAYS: <u>MON-FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB56A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</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:**

Answer telephone, routes calls, takes message, greets and refers visitors/clients to appropriate staff; responds to inquiries on procedures and process of the Program. Types routine correspondences, report, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents/cases, purging and updating files.

Receives, logs in and distributes incoming mail; making photocopies and/or scanned information for electronic filing; receives and process employee and office related forms and/or documents; takes minutes of meeting; enters data into database; makes route in calculation and checking information for accuracy; orders and accounts for inventory and distribute office supplies. Takes and transcribes minute of meetings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or 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.

***(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:**

Basic clerical and office procedures; knowledge of computer software, database and spreadsheet applications; skill in preparing records, report and correspondence; skill in maintaining filing or records system; skill in applying judgment in release of and safeguarding confidential information; effective working relationship with other staff.

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