

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0609853

DATE POSTED: 03/24/15

POSITION NO: 241433

CLOSING DATE: 04/06/15

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: LB/Navajo Nation Human Rights Commission, St. Michaels Navajo Nation (AZ)

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB56A

WORK HOURS: 8am-12pm; 1pm-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.76 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs routine office/clerical support work by greeting visitors and answering incoming phone calls; makes general assessment of visitor and caller requests; makes general referrals to appropriate offices; provides information on the purposes of the office; provides general information on the intake forms; and makes judgement on the information to be distributed.

Receives, logs and distributes incoming mail; serves as the clearinghouse for incoming and outgoing correspondences; ensures appropriate recording and maintenance of electronic and/or hardcopy filing system by setting up files, filing new documents, purging and updating.

Assists with maintaining client case information; maintains confidential client information and tracks the status of client cases; maintains electronic and hardcopies of client files and updates the files on regular basis. Assists with general day-to-day operation of duplicating machines and other office equipment; may order and restock office supplies and run general errands.

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.

Preferred Qualifications:

- Proficient in using Microsoft Office software or other computer applications to track client/customer cases.
- College courses in Business or related field.

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:

Ability to understand and communicate in the Navajo language.

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