

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u> OOC02811735 </u>	DATE POSTED:	<u> 04/04/16 </u>
POSITION NO:	<u> 224685 </u>	CLOSING DATE:	<u> 04/15/16 </u>
POSITION TITLE:	<u> Office Assistant </u>		
DEPARTMENT NAME / WORKSITE:	<u> Office of the Controller/Payroll, Administration Bldg. 1, Window Rock, Arizona </u>		
WORK DAYS:	<u> Monday to Friday </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u> 8 am to 5 pm </u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u> AB56A </u>
			\$ <u> 20,300.80 </u> PER ANNUM
			\$ <u> 9.76 </u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Performs the duties of a receptionist; provides professional and courteous customer service; answers telephone, screen/directs calls, and takes messages; greets and directs visitors and employees to appropriate staff or office; responds to payroll inquiries and makes sound judgment in the type of information to be released; performs data entries on direct deposits; files documents as necessary and purging of old documents; receives, date stamps, and distributes incoming mail; responds to requests of photocopying of payroll documents; completes and returns requests for wage verifications; receives and transmits via facsimiles; assists Payroll Technician, Senior Payroll Technician, Supervisor or Manager when the needs arise; maintain filing system for direct deposit forms and beneficiary forms; prepares supply/equipment lists for quotations and purchase requisitions; stocks and distributes ordered supplies/equipment.

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 the use of Microsoft Office Word, Excel, Outlook, and PowerPoint, 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 Operator's Permit within 90 days of date of hire.
- 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:

Basic clerical skills; professional phone etiquette; ability to work with the general public; able to operate modern business machines (10 key calculator, copy machine, personal computer, typewriter, printer, shredder, document scanner etc.); able to work under pressure; able to follow oral and written instructions; dependable and a fast learner of the JDEdwards Human Resource Information System and Payroll Module system; skill in filing and maintaining records system; skill in 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.