

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

REQUISITION NO: DHR00915160  
POSITION NO: 207786  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 04/09/18  
CLOSING DATE: 04/27/18

**Administrative Assistant**

DEPARTMENT NAME / WORKSITE: Office of Navajo Labor Relations, Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A162A</u>
WORK HOURS: <u>8:00pm-5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>34,881.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>16.77</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Provides and coordinates administrative office duties often complex and technical nature. Assists in drafting or composing correspondence for the supervisor's signature. Reviews budget reports and makes recommendations for modifications or recommends actions for compliance. Coordinates travel related documents for staff, scheduling of meetings, takes minutes of meetings, attends meeting on behalf of the Program Manager. Initiates and coordinates the ONLR reporting systems and procedures, prepares monthly mileage reports for tribal vehicles, prepares Navajo Nation budget forms, prepares purchase documents and other forms as required. Monitors equipment, supplies, and inventory for the department. Initiates purchases and requisitions for the department with approval from the Program Manager. Answers telephone calls and greets incoming public. May be required to take labor complaints or assist in filling out employment charge forms for the public. Communicates in a professional manner with all employers, general public, and tribal or state officials.

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

**Minimum Qualifications:**

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(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:**

Knowledge of office management/administrative support practices and procedures. Knowledge of budgeting procedures and preparation and financial recordkeeping. Knowledge of a variety of computer software, database and spreadsheet applications. Knowledge of supervisory practices and protocols. Skill in following verbal and written instructions. Skill in establishing and maintaining effective working relationships with others. Proficient in office equipment, i.e. calculators, computers, printers, fax machine, telephone equipment. Excellent skill in using Microsoft Excel, PowerPoint, Access, and Publisher, FMIS Certification.

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