THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DGS0253077** Date Posted: **04/11/11**
POSITION NO: 237129 Closing Date: **04/22/11**
CLASS CODE: 1364
POSITION TITLE: Office Assistant
DEPARTMENT NAME: DGS/Risk Management Program
DEPARTMENT NO: 25 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A
Days: Mon-Fri Permanent: ☑ SALARY:
Hours: 8am-5pm Temporary: ☐ Duration: $ $19,136.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ $9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of clerical duties related to Property and Casualty insurance. Duties and responsibilities include sorting & filing various documents, forms & reports; Prepares correspondence; Maintains accurate operational information; Prepares, calculates & invoices for insurance premiums; Compiles exposure summary data submitted; Receives the public both personally & telephonically in a professional & courteous manner & assists them in obtaining the information they are requesting or forwarding them to the appropriate party; Provides general information related to Program services, coverages & claim information; Maintains supply inventory, orders & replenishes inventory, distributes essential equipment & office supplies related to Program functions; Operates telephones, duplicating machines, scanners, transcriber, computers/laptops & typewriter; Receives requests for Verification of Coverage & Certificates of Insurance & processes accordingly; Receives requests for auto insurance cards, calculates premium, issues invoices, & issues cards; Receives, logs & distributes all incoming mail; Prepares all financial related documents (i.e. TA's, PR's, Receiving Records, RDP's, ICR's, etc) & processes accordingly. Maintains Program files; Maintains Program accounts; Utilizes FMIS to track & verify payments.

QUALIFICATION REQUIREMENTS:

Education and Training:

High school diploma or GED; preferably supplemented by courses in general office procedures and one (1) of general office or related experience, or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Experience in the insurance industry or an equivalent combination of training and experience which provides the capabilities to perform the duties and responsibilities described herein.

Special Knowledge, Skills and Abilities:

Knowledge of insurance laws, policies and regulations. Ability to deal with different types of behaviors/attitudes of people. Must have knowledge of Microsoft Office applications, Corel applications, and other types of database software. Considerable knowledge of office practices and procedures. Ability to do difficult clerical work involving independent judgement. Strong working knowledge of routine office equipment. FMIS certification a plus.

License/Certification Requirements:

State drivers license and must have or be able to obtain a Navajo Nation Vehicle Operator's permit (must have clean driving record with no criminal convictions).

VETERANS PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***