THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No:	**DHR0243065**	Date Posted:	**04/11/11**
POSITION NO:	**949480**	Closing Date:	**04/22/11**
CLASS CODE:	**1364**		
POSITION TITLE:	**OFFICE ASSISTANT**		
DEPARTMENT NAME:	**Navajo Office of Vital Records and Identification**		
DEPARTMENT NO:	**24**	WORKSITE LOCATION:	**Tuba City, Az**

WORKS DAYS/HOURS:
Days: **MON - FRI**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration: _____
No. of Hrs/Wk: **40**

GRADE: **R56A**
SALARY:
$ **19,136.00** Per Annum
$ **9.20** Per Hour

DUTIES AND RESPONSIBILITIES:
Performs moderate data entry tasks, responsible for verification of daily work and provides clerical work under direct supervision. Familiarity with the Microsoft Windows XP, and compiling completed work statistics. Assists other agency/satellite program employees and the Vital Statistics Technician with research and verification.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

Experience:
one (1) year of general office, public contact 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 and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:
Proficient in Microsoft Windows XP and Office 2007 Professional software. Experience handling confidential information and must have excellent customer relations/services skills (Preferred).
Strong verbal and written communication skills. Must be accurate, quality and detail oriented in addition to working with little to no supervision. Ability to speak and interpret the Navajo language. Must be a team player, flexible and energetic.

License/Certification Requirements:
PREFERRED: Valid State Driver's license

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***