

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04420979</u>	DATE POSTED: <u>04/28/21</u>
POSITION NO: <u>934625</u>	CLOSING DATE: <u>05/11/2021 by 5pm</u>
POSITION TITLE: <u>Administrative Assistant</u>	
DEPARTMENT NAME / WORKSITE: <u>Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BJ62A</u>
	\$ <u>37,709.28</u> PER ANNUM
	\$ <u>18.06</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Coordinates and provides administrative technical knowledge and support to ensure efficient operation of the office including composing documents and correspondence for supervisor signature. Maintains knowledge of all programs within the department and is able to provide accurate information and referral services. Prepares and compiles quarterly reports for all programs within the department in a timely and accurate manner. Establishes and maintains an advanced/detailed manual and automated filing system. Works closely with Contracts and Compliance Officer in maintaining an organized filing records system. Works directly with Senior Accountant in budget preparation estimates and monitoring to assure fiscal accountability. Completes the requirements for FMIS access and 6B roll out. Prepares accurate expenditure reports in a timely manner for proper reimbursement to staff. Provides administrative support to ASO and/or Senior Accountant in following up with contractors, organizes payments, completes receiving records and other necessary documents for timely processing of payments. Provides support to staff and Advisory Council in coordinating travel, lodging arrangements, prepares, transcribes, composes and distributes agenda and meeting materials. Provides and oversees support activities such as answering telephones, assisting and resolving inquiries of visitors and reviews, controls incoming and outgoing correspondence. Coordinates and monitors defined projects such as assisting with grants preparation of documents, recommends actions and modifications as appropriate. Provides information to others requiring interpretation of policies and procedures, rules and regulations, serves as liaison to internal and external entities. Manages accounts and performs fundamental bookkeeping for the program. Initiates and maintains records of encumbrances and expenditures. Takes a lead role in preparation of budget estimates, reviews, prepares and processes purchase requisitions and payment of invoices. Collects and compiles statistical, financial and other information for special or periodic reports. Other duties as assigned by supervisor, director or assistant director related to financial and data management activities

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:

- A favorable background investigation.
- 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:

Obtain a Navajo Nation Tribal Permit within 90 Days. FMIS Certification. **Knowledge** of office management/administrative support practices and procedures; policies, practices, procedures and terminology appropriate to assigned function; basic budgeting procedures and financial recordkeeping; a variety of computer software, including word processing, database and spreadsheet applications; supervisory methods and techniques; budget preparation, monitoring and administration. **Skill** in preparing a variety of records, reports, and correspondence using appropriate formats; maintaining complex files and records; following complex oral and written instructions, policies and procedures; operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters; verbal and written communications; conducting research and preparing reports, documents and correspondence; utilizing computer databases to research, maintain, and update records and files; applying judgment in the release of confidential information; supervising, evaluating, training and motivating employees; establishing and maintaining effective working relationships with others.

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