

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07220964 DATE POSTED: 04/28/21
POSITION NO: 244702 CLOSING DATE: 05/11/2021 by 5pm
POSITION TITLE: Office Assistant (S) (Temporary)
DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral & Mental Health Services/Newlands, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BJ56A
WORK HOURS: 40 hrs/week PART TIME: NO. OF HRS./WK.: _____ \$ 22,487.76 PER ANNUM
SENSITIVE SEASONAL: DURATION : One (1) Year \$ 10.77 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgement in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

Receives, logs in and distributes incoming mail; responds to requests for photocopies; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database, making routine calculations and checking information for accuracy; may order, stock and distribute office supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of general office, customer service or related 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 basic clerical and office support practices and procedures; knowledge of computer software, word processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence; Skill in the use of personal computers and applicable software applications; skill in maintaining filing and records systems; skill in following oral and written instructions; skill in operating office equipment, including computer programs; skill in English composition, grammar and punctuation; skill in applying judgment in the release of and safeguarding confidential information; skill in preparing clear and comprehensive reports; skill in establishing and 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.