

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0803112
POSITION NO: 241788
CLASS CODE: 3764

Date Posted: 05/09/11
Closing Date: 05/20/11

POSITION TITLE: CASE ASSISTANT
DEPARTMENT NAME: Office of Youth Development

DEPARTMENT NO: 80 WORKSITE LOCATION: Fort Defiance, Arizona

WORKS DAYS/HOURS: Monday-Friday; some weekends POSITION TYPE: Permanent GRADE: R56A

Days: Monday-Friday; some weekends Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ 19,136.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Program Supervisor III, the incumbent will assist the employment program with preparation of client and case files for the youth employment program for the process of enrollment. The Case Assistant will be required to be knowledgeable of the program. Duties include meeting with the client to establish a rapport, review and receive signatures on all required documents, and prepare the file for assessment. Will establish time and location for intake, interview and development of youth employee plans.

The incumbent will be required to answer telephone calls, screen incoming clients and refer clients to appropriate staff member or program, type internal/outgoing document such as correspondence letters to businesses or resources, typing of personnel action forms, financial documents and submit typewritten reports utilizing typewriters and computers.

The incumbent will be responsible for setting up meeting sites and time for staff and projects. The incumbent will initiate and assist in maintaining incoming documents regarding applicants enrolled in the program.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED and

Experience:

two (2) years office or clerical 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, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of programs available to clients; basic and practices of budgeting; applicable Tribal, federal, state and local laws, ordinances, statutes, rules and regulations, policies and procedures. Skilled in interviewing techniques, standard office equipment, evaluating clients to determine eligibility for programs, interacting with clients in social or individual setting; keyboarding.

License/Certification Requirements:

Valid state drivers license and Navajo Nation vehicle permit required. CPR and First Aid certification (preferred). **JOB RELATED BACKGROUND CHECK REQUIRED, BECAUSE POSITION REQUIRES WORKING WITH YOUTH. APPLICANT WILL BE RESPONSIBLE FOR ANY FEES ASSOCIATED WITH THE BACKGROUND CHECKS.**

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