THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0573127** Date Posted: **05/09/11**
POSITION NO: **241906** Closing Date: **05/20/11**
CLASS CODE: **1364**
POSITION TITLE: **OFFICE ASSISTANT**
DEPARTMENT NAME: **DSS - Child Care Development Fund Program - Chinle Region**
DEPARTMENT NO: **57** WORKSITE LOCATION: **Pinon, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R56A**
Days: **Mon-Fri** Permanent: ☑ SALARY:
Hours: **7:30am-5:30pm** Temporary: ☐ Duration: $ **19,136.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **9.20** Per Hour

DUTIES AND RESPONSIBILITIES:
Screens telephone calls, routes call, and takes messages, greets and direct visitors as appropriate; Responds to routine questions from the public; directs people to appropriate sources referrals; provides public with specifics such as program information; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Arranges meetings, prepares agenda, transcribes minutes of meetings, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department;

Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, supply requisitions and related documents within established limits and procedures. Monitors, orders and maintains office supplies, inventory and equipment.

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED; and ***(to receive full credit for education, trainingand experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

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/training applicant must submit copies of college transcript, certificates, diploma, etc).

Special Knowledge, Skills and Abilities:
Good office equita

License/Certification Requirements:
Must pass a criminal background check and employee assessment prior to employment.

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***