

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR02311929
POSITION NO: 208520
POSITION TITLE: Administrative Assistant
DEPARTMENT NAME / WORKSITE: DNR/ Division of Natural Resources (Administration), Window Rock, AZ

DATE POSTED: 05/16/16
CLOSING DATE: 05/27/16

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB62A
WORK HOURS: 8 a.m. to 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 16.36 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Act as key front line staff for Executive Division Administration, meet-greet clientele and general public coming through office including large volume of telephone calls; must have strong sense of government structure (Executive, Legislative, and Judicial Branches) including entities the Nation collaborates to assist and where needed, direct for appropriate staff/program direction; greet in courteous/professional manner all visitors; where necessary must be vocal to make assertive and responsible decision to deal with and address hard to deal with and difficult individuals; have visitors register guest log; ensure, at all times, there is staff available at front office; receive calls, screen/direct and forward call, and take messages when appropriate; oversee work duties and supervise office assistant administrative personnel as temporary workers;

Communicates incoming/outgoing notices, announcements, correspondence and information to departments and programs designated contact staff that are relevant to dept/program and needing attention; requires extensive knowledge of division/department/program structures and functions; maintain record of documents, log incoming/outgoing mail with receipt stamp; prepare documents for completeness/sufficiency for staff review and signature; retain copy or scan for electronic file certain document that require further attention or response; followup with depts/programs documents needing further attention; notices as early work release/ administrative leave, early payroll, employee delegations, special events as fairs, conferences, expos, meetings; conduct daily mail drop/pickup at postal services and administrative/financial documents to other tribal offices, as Finance, Budget, Personnel, Executive Offices, Legislative, and other divisions;

Oversees/manages/maintains administration office for all administrative day to day, personnel/financial functions, supply/property inventory; keep track of personnel information, staff daily/weekly/monthly itineraries, keep abreast to employee absences for leave/travel/check out board; makes travel arrangements, travel authorization itinery documentation and related travel claims while ensuring relevant information provided including flight/lodging; plan/process necessary staff training/conference attendance, off reservation travel request; pickup checks for payroll, travel advance/ reimbursement, vendor payments; processes purchase card/payments and reconcile for approval transactions and ensure good standing with required policies; at time may assist in the procurement and processing of transaction for supply order; assist in the handles sensitive records/documents where appropriate with confidence/ confidentiality; assist with the preparation of legislative review cover sheet for signature review documents for quality assurance/completeness.

Manage/maintain/establish files and records of the division administration office and plan for appropriate records retention, storage, and safekeeping for sensitive documents/records, including various reporting documents coordinated for compilation of formal programatic/financial reporting monthly, quarterly, semi/annual; ensure consistent use of information technological equipment/properties; operates variety of office equipment, as computer desktop/laptop, printers/scanners, copy/facsimile machine, selectric typewriter, powerpoint projector; use efficiently various computer software applications, internet world wide web/search engines, maintain/update backup file storage server.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and four (4) years responsible office administration and management experience.

Preferred Qualifications:

- Two (2) years of budget, grants and financial management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

(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 office management/administrative support practices/procedures; policies/ practices/procedures/terminology appropriate to assigned function; basic budgeting procedures/financial recordkeeping; variety of computer software, word processing/database/ spreadsheet applications; supervisory methods/techniques; and budget preparation/monitoring/administration.

Skill in preparing variety of records/reports/correspondence; maintain complex oral/written instructions/policies/procedures; operating variety of office equipment, personal computers/telephones/ calculators/computer terminals-typewriters; verbal/written communications; conduct research/prepare reports/documents/correspondence; utilize computer database to research/maintain/update records/files; apply judgment in release of confidential information; supervising/evaluating/training/motivating employees; and establish/maintain effective working relationships with others. Computer proficiency, basic computer skills for understanding/use of hardware/software and internet usage with world wide web and various electronic communication systems; extensive understanding of the government structure and related functions; Government's financial management information system (FMIS). Ability to be attain/understand the government financial management system.

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