

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD0923214

Date Posted: 06/06/11

POSITION NO: 940162

Closing Date: 06/17/11

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Community Housing and Infrastructure Department/Weatherization Assistance Program

DEPARTMENT NO: 92 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 to 5:00

Temporary:

Duration: \_\_\_\_\_ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.20 Per Hour

**POSITION:**

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with department, agency personnel and with appropriate external partners; identify and resolve problems in constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

**DUTIES AND RESPONSIBILITIES:**

Provides secretarial support; screens telephone calls, routes calls and takes messages, greet, direct and refer visitor/people to appropriate sources; responds to routine questions for the public; provides public with program information relating to services and eligibility requirements; type, and edit various correspondences; reports, and forms; mileage report etc.; prepare timesheets, personnel action forms; monitor, inventory and maintain office and operating supplies, material and equipment inventory and other services; order, prepare, and process financial documents; purchase requisitions, request for direct payment, interdepartmental charge requisition, payment of invoices; prepare bid packets, open bids, check totals, and add all bid document to confirm bid prices; cost out completed jobs; make appointments schedules, arrange meetings, workshop/training, and conferences for weatherization staff; assessments, material deliveries, inspection and communicate with clients-recipients on a daily base; make travel and lodging arrangements; distribute and respond to incoming and outgoing mail; prepare and mail correspondence to client/recipients; track and file all newly approved client files for scheduling; may assist in hiring interviews and selection; maintain all client folders, personnel, accounting, and administrative files; must follow up on processes or items as need; transcribes minutes of meetings. May coordinate the work of others and train new employees.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

A high school diploma or GED; and 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:**

Knowledge of English usage, grammar, spelling, vocabulary and punctuation

Knowledge of principles of time management

Knowledge of customer service techniques.

Ability to understand and follow both oral/written instructions;

Ability to perform duties independently and under own initiative

Ability to learn and apply program policies and rules

Ability to read, write, speak English. Bilingual English/Navajo speaking is desired.

Ability to work in a fast paced environment within short deadlines

Ability to maintain strict confidentiality

Ability to proficiently operate standard office equipment, including computer hardware and software applications (i.e.; Microsoft Office, Word Excel, Windows, PowerPoint, 10 Key calculation)

**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*