THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0178784**	DATE POSTED:	**06/09/14**
POSITION NO:	**242442**	CLOSING DATE:	**06/20/14**
POSITION TITLE:	**Office Assistant**		
DEPARTMENT NAME / WORKSITE:	**DHR/ Department of Retirement Services / Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y56A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

The primary duties and responsibility is to assist the Retirement Officer and to provide update on participants' personnel census data to insure a complete up-to-date data bank for the actuarial valuation (annual) of the Navajo Nation retirement funding level. Update Continue Service Records (CSR) on a daily basis to meet the request demand by active and inactive employees and at times assist with updating Pension Calculations; Research all employee's employment dates within the Navajo Nation Government; Assist to help determine retirement eligibility; Provide Income Verifications for outside agencies, as requested by retirees; Assist Retirement Officer with clients on retirement benefits; Maintain filing system; Maintain Confidentiality to all incoming and outgoing documents; To assist with the front office, when necessary; To assist in the preparation of materials for presentations and training purposes; Other duties including, assisting clients with their benefit calculations, and answering questions regarding the Navajo Nation Defined Benefit Plan; Other duties as assigned by the supervisor (Plan Administrator).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and One year of general office, customer service or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business or related field.

Special Requirements:

- Possess a valid state driver's license.

(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:

The ability to use the Microsoft Word to research and input information; Knowledgeable in Microsoft Word, Excel, Power Point; ability to use the NN Human Resource Information System, Financial Management Information System software to retrieve information pertinent to compile personnel census data; ability to use Alchemy the DPM-HR Document Retrieval System; ability to use eePoint (Internal software) for retrieval of pension information.

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