

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03424008
POSITION NO: 243912
POSITION TITLE: Office Assistant

DATE POSTED: 06/10/22
CLOSING DATE: 06/23/2022 By 5PM

DEPARTMENT NAME / WORKSITE: Division of Human Resources / Navajo Nation TV & Film / Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>8 a.m. - 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Program Manager I perform duties including but not limited to answering telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

Receives, logs in and distributes incoming mail; responds to requests for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and scan documents for email distribution; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database; makes routine calculations and checks information for accuracy; may order, stock and distribute office supplies; and performs related work as assigned this may include assisting the Film Liaison and Production Coordinator.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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:

Knowledge of basic clerical and office support practices and procedures. Knowledge of computer software, word processing, database and spreadsheet applications. Knowledge of microfiche processing and storage. Knowledge of the operation and maintenance of camera equipment related to microfilm storage. Skill in preparing a variety of records, reports and correspondence. Skill in the use of personal computers and applicable software applications. Skill in maintaining filing and records systems. Skill in following oral and written instructions. Skill in operating office equipment, including computer programs. Skill in English composition, grammar and punctuation. Skill in applying judgment in the release of and safeguarding confidential information. Skill in preparing clear and comprehensive reports. Skill in establishing and maintaining effective working relationships.

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