

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT07815632

DATE POSTED: 06/12/18

POSITION NO: 243594

CLOSING DATE: 06/25/18

POSITION TITLE: Office Aide

DEPARTMENT NAME / WORKSITE: NDOT / Highway Safety Department / TseBonito, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AI54A

WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 17,534.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 8.43 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs strong customer service objectives including front office receptionist work including; answering telephone calls, scheduling presentations for the Education Staff, typing routine documents including financial documents including purchase requisitions, RDPs, travel authorizations, etc. Maintain inventory listing for Staff. File reports acquired from the Staff. Assists GIS Section Staff with project folders, data collected, map requests from community/chapter houses and track progress with the Staff. Runs errands for staff to the appropriate Departments, Entities, Organizations, etc. as requested by Staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- A favorable background investigation.

(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:

Familiar with Injury Prevention initiatives. Proficient in Microsoft Office Applications. Certified National Child Passenger Safety Technician.

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