

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0377869

Date Posted: 06/17/13

POSITION NO: 242178

Closing Date: 06/28/13

CLASS CODE: 1367

POSITION TITLE: OFFICE AIDE

DEPARTMENT NAME: Department of Navajo Veterans Affairs

DEPARTMENT NO: 37 WORKSITE LOCATION: Fort Defiance, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R54A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: _____ \$ 16,120.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 7.75 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Veterans Service Officer (VSO), the Office Aide provides the following duties and responsibilities such as: Assisting clients consisting of Veterans, Widows, and the general public with answering questions, addressing concerns, and processing payment request for assistance. Answering incoming telephone calls, taking messages and referring visitors and Veterans to the appropriate staff. Updating all Veterans folders, filling to where document are easily retrieved, and photocopying and faxing documents. Typing forms consisting of purchase requisitions, travel authorizations, request for direct payments, and reporting monthly vehicle mileage reports. Follow up on documents consisting of payment request for financial assistance on behalf of clients. Reviews and distributes vendor checks as necessary. Transfer folders into new folders per corrective action plan, removing all pervious direct payments from folders and separating them by fiscal years, and keeping current such folders, and assisting with reconciliation of accounts. Closing our any outstanding or current purchase orders. Conducting inventory of equipment and supplies. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

PREFERRED: High School Diploma or GED.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Experience:

No special training or experience required.

Special Knowledge, Skills and Abilities:

Reading, spelling, simple arithmetic, filing, and record keeping.

License/Certification Requirements:

PREFERRED: Possess a valid State Driver's License and Navajo Nation Tribal Operator's Permit.

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