DEPARTMENT NAME / WORKSITE: NDSS/Dept. of Family Services - Northern Tree House Shelter/Shiprock, NM

WORK DAYS: Monday to Friday
WORK HOURS: 8:00 am to 5:00 pm

DUTIES AND RESPONSIBILITIES:
Under the general supervision of the Principal Victim & Witness Advocate (site supervisor), the Office Assistant will assist the Northern Tree House Shelter staff with an array of clerical and general receptionist work. **General receptionist duties:** answer incoming calls and forward to appropriate staff or take messages; greets visitors/vendors and maintains visitor sign-in logs by accurately accounting for log-in/log-out logs for visitors per standardized practices established for shelter. Office Assistant will maintain the front-desk, copy room, and lobby area. **Clerical duties:** Create/maintain log of incoming and outgoing mail, including distribution of mail. May travel to the Department of Family Service (DFS) Administration office and local NN offices to relay mail or pick up supplies or pick-up mail from U.S Post Office. Assist with receiving of supply delivery for shelter. Office Assistant will create and maintain files, scan documents; ensure copier and fax machines are stocked with paper and cartridges are adequate; develops and creates and print materials such as fliers or general brochures. As needed, coordinate meetings, take meeting minutes and develop agendas. Maintains and updates annual inventory of supplies and equipment/furniture for reporting to DFS Administration's - Accounting Section. Office Assistant will contact vendors for quotes for supply orders. Once certified for the NN Financial Management Information System (FMIS) - 6B Procurement/Accounts Payable modules, staff will enter quotes into FMIS for approval and issuance of purchase order for supply and equipment orders. Office Assistant will assist the site supervisor with drafting/typing correspondences, reports and meeting minutes and agendas. Assist with the coordination of interviews of applicants for vacant positions. Assist site supervisor with printing and maintaining center staff's annual performance evaluations and maintains record management practices for shelter personnel records. Assist the site supervisor in notifying employees of change in policies and distributes appropriate documents. Office Assistant will prepares bi-weekly time sheets for staff and travel to pick-up staff's bi-weekly payroll statements from DFS Administration office and distributes to staff. Office Assistant will attends work related meetings, conferences/workshops and trainings.

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:
- Favorable background investigation.
- Possess a valid state driver's license
- Within 90 Days of Employment obtain Food Handler’s Permit, 1st Aid/AED/CPR Training, obtain the Navajo Nation Tribal Vehicle Operator's Permit and complete the mandatory NN Sexual Harassment training.

Special Knowledge, Skills and Abilities:
Knowledgeable of basic clerical and office support practices and procedures. Knowledgeable of computer software, word processing, database and spreadsheet applications. Knowledgeable of microfiche processing and storage. Knowledgeable of the operation and maintenance of camera equipment related to microfilm storage. Skilled in preparing a variety of records, reports and correspondence. Skilled in the use of personal computers and applicable software applications. Skilled in maintaining filing and records systems. Skilled in following oral and written instructions. Skilled in operating office equipment, including computer programs. Skilled in English composition, grammar and punctuation. Skilled in applying judgment in the release of and safeguarding confidential information. Skilled in preparing clear and comprehensive reports. Skilled in establishing and maintaining effective working relationships. Willing and able to use the Financial Management Information Systems (FMIS) and able to communicate in both fluently in English and Navajo.

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