

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED0148883

DATE POSTED: 06/30/14

POSITION NO: 200983

CLOSING DATE: 07/14/14

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: DED/Business Regulatory Department/St. Michaels, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: Y56A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 19,718.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.48 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical/office support work of limited scope and complexity for the Business Regulatory Department; types correspondences pertaining to specialized and administrative reports/documents: contracts, leases, agreements, 164 documents, memorandum of understanding, travel authorization, supplies and services procurement, etc.; ascertain nature of business and provide general information or directs to appropriate authority for disposition, as such as, answering and screening telephone calls, greeting visitors (client, tribal official, lessee, etc.), receiving and distributing incoming and outgoing documents, etc.; schedule, coordinate, arrange and confirm meetings, hearing, event, interview, appointments, travel and lodging; prepares material for conferences, meetings, travel, appointments, etc.; and provide the general public of in-depth knowledge of program function.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of general office, customer services 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 driver license. (Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.)

(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 practices and procedures related to work assignment; a variety of computer software, word processing, database, and spreadsheet applications.

Skill in maintaining a record management systems; organizing work efficiently and establishing effective working relationship in making appropriate decisions concerning work methods.

Ability to communicate in Navajo.

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