

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS0306723

Date Posted: 07/02/12

POSITION NO: 235508

Closing Date: 07/16/12

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: DGS/Records Management Department

DEPARTMENT NO: 30 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of clerical/office support work of limited scope and complexity following established guidelines and/or procedures; resolving routine clerical problems; performs related work as assigned. Answers 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 transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribe minutes of meetings; enters data into database, making routine calculations and checking information for accuracy; may order, stock and distribute office supplies.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

One (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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 using computer software. 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 establishing and maintaining effective working relationships. Skill in preparing clear and comprehensive reports. Work is performed in a typical office environment.

License/Certification Requirements:

State issued Drivers License.

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