THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

		JOB VAC	ANC	Y ANNOUNCEMENT				
REQUISITION NO: DNR02: POSITION NO: 21292		314058				DATE POSTED:		07/06/17
		9		CLOSIN	CLOSING DATE:		07/19/17	
POSITION TITLE:				Office Assistant				
	AME / WORKSITE:			es Administration / Window	w Rock, AZ			
WORK DAYS:	M-F	REGULAR FULL TIME:	1				DE/STEP:	AB56A
WORK HOURS:	8AM-5PM	PART TIME:		NO. OF HRS./WK.:		\$ <u> </u>	20,300.80	PER ANNUM
		SEASONAL: TEMPORARY:		DURATION :		\$	9.76	PER HOUR
forms; maintain inventory and p	one, route calls, take i electronic and hard c	messages; greets and refer copies in a filling system. Lo d office related forms or do	ogs ir	and distributes incoming	mail and ou	ıtgoin	g mail ; maintai	n supplies,
Minimum Quali	fications: ool diploma/GED ; and	ducation, Experience and T			d experienc	e or a	n equivalent co	mbination of
• Possess a v	ments: alid state driver's licer	nse.						
	credit for education, ted along with emplo	certification, or licensure, syment application.)	, trai	nscripts, copies of degrees	s, certificat	es, an	d other appro	oriate documents
Special Knowled	dge, Skills and Abilitie on	<u>es:</u>						

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

Revised: 02/26/2014