

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06315762

DATE POSTED: 07/06/18

POSITION NO: 241292

CLOSING DATE: 07/20/18

POSITION TITLE: # Office Assistant

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program - Window Rock Wellness Center, Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A156A

WORK HOURS: 8:00 - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 20,800.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 10.00 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries judgment in determining the type of information that may be released; provides function of specific information instruction 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 transcribes minutes of meetings; enters into database, making routine calculations and checking information for accuracy; may order, stock, and distribute office supplies.

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:

- Possess a valid state driver's license.
- A favorable background investigation.

(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 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.
- Skill in the use of personal computers and applicable software applications.
- 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 applying judgment in the release of and safeguarding confidential information.
- Skill in preparing clear and comprehensive reports and maintaining effective working relationships.

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