

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0582115

Date Posted: 07/06/10

POSITION NO: 241947

Closing Date: 07/19/10

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Navajo Parks and Recreation Department - Antelope Canyon Tribal Park

DEPARTMENT NO: 58 WORKSITE LOCATION: LeChee, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N560A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: Permanent \$ 18,470.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, take messages; greets and refers visitors to appropriate staff/resources; work with the Park Manager, Fee Collection Supervisor, Fee Collectors and other outside entities and businesses; responds to routine inquiries that refer to information on the tribal parks; provides specific information on the trails, hiking and camping areas, type correspondence, informational notices and forms; types routine correspondence, reports, labels and forms; maintains and set up files, purge and update files.

Receives, logs in and distributes incoming mail; responds to requests for specific information, routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment; may prepare and transmit facsimiles; takes and transcribes minutes of park's and department's staff meetings; make routine calculations and check information for accuracy; may order, request for price quotations for office/operating supplies, responsibility includes obtaining and maintaining invoices for purchase orders for the Park Office, requests and send in procurement documents; to work with Accounting Technician and Accountant budget and expenditures.

Provides customer services in providing appropriate information specific to Antelope Canyon Tribal Park and to be knowledgeable of other tribal park areas; to accommodate the general public and visitors in issuing hiking and camping permits.

QUALIFICATION REQUIREMENTS:

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. **(To receive full credit for education, training applicant must submit copies of transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the operation of the Navajo Nation Fair Office and includes operation of Parks and Recreation Tribal Parks and Recreation areas.

License/Certification Requirements:

Valid State Driver's License, preferred and Navajo Nation Driver's Permit.

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

Revised: 1-15-99