

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH03815789  
POSITION NO: 942473  
POSITION TITLE: Office Assistant

DATE POSTED: 07/12/18  
CLOSING DATE: 07/25/18

DEPARTMENT NAME / WORKSITE: CHR/Outreach Program, Tuba City, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AI56A  
WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,800.00 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 10.00 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Clerical duties: typing of correspondence, make travel authorization, and submit for reimbursement claims, complete office supplies / equipment orders, take minutes of meetings and transcribe documents, submit bi-weekly time cards/timesheets; mail run; complete monthly mileage reports, filing, compile PCC forms on a monthly basis and enter PCC into the RPMS computer system. Type all correspondence accurately and on a timely basis, including reports, proposal, RPDs, ICRs, TAs, TRFs, Trip Reports, and any documents as requested from the Community Health Workers. Keep abreast of certificates/re-certification dates of field staff, CPR, First Aide, and Public Health Course, maintain training matrix on a quarterly basis for audit purpose. Functions as a public relations advocate, which involves greeting the general public, staff and other tribal visitors and workers, receiving telephone calls and providing accurate program information as necessary. Maintains programmatic accountability through daily entries in logs, registers and records as necessary. Maintains confidential information on staff and administrative files. Attends monthly meetings, trainings, and conferences.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma / GED; and one (1) year of general office, customer services or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

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

*(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, microfiche processing and storage. Skill in preparing a variety of records, reports, and correspondence using computer software, maintaining filing and records systems. Skill in following oral and written instructions, operating office equipment, including computer programs. Skill in English composition, grammar and punctuation, establishing 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.***