REQUISITION NO: DOH07218228  DATE POSTED: 07/15/19
POSITION NO: 244492  CLOSING DATE: 07/26/2019 5:00pm
POSITION TITLE: Office Aide

DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services, Gallup, NM

WORK DAYS: Monday-Friday  REGULAR FULL TIME:  
WORK HOURS: 40 hrs/week  PART TIME:  
SENSITIVE ☑  SEASONAL:  
NON-SENSITIVE ☐  TEMPORARY: ☑  DURATION: NTE: 09/29/2019
GRADE/STEP: AR54A
NO. OF HRS./WK.:  
$ 17,971.20  PER ANNUM
$ 8.64  PER HOUR

DUTIES AND RESPONSIBILITIES:
Under immediate supervision of the Programs and Projects Specialist, performs work of routine difficulty in planning, coordinating and assisting with fulfilling the goals and objectives of the SASPP Gen-I Grant. Work in collaboration with the Prevention team at each site to assist with data entry, and event coordination. Implement and coordinate recreational activities (indoor and outdoor) for group participation at multiple sites. Assist with coordinating all necessary supplies and equipment needed for programming activities. Will perform a full range of clerical assignments. Provide excellent customer service skills, establishes and maintains effective working relationships with other Division of Behavioral and Mental Health Personnel, Partners, and the general public. Complete and submit all necessary weekly/monthly reports, and statistics.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
• No prior experience required.

Special Requirements:
• 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 office telephone etiquette; skill in reading, spelling and simple arithmetic; skill in basic filing and recordkeeping; skill in the operation of a variety of office machines including, personal computers, telephones and copiers; skill in establishing and maintaining effective working relationships with others; and ability to follow oral and written instructions.

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