

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0573871

Date Posted: 07/18/11

POSITION NO: 240417

Closing Date: 07/29/11

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Navajo Division of Social Services Child Care & Development Fund Program

DEPARTMENT NO: 57 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY: _____

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general Program Manager II, performs a full range of administrative/secretarial office technical support, compiling information, preparing documents for selected work activities or projects; review and checks all documents and /or correspondence for Program Manager; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other receive and evaluates complaints; assist in administrative problem solving, monitor selection and participate in hiring decisions, prepare performance appraisal and personnel action forms on changes for CCDF staff; maintains manual or automated filing system and align, update personnel organizational chart for CCDF program.

Type travel authorization, coordinates travel and lodging arrangements; prepare agendas attend monthly management meeting and record minutes; take a lead role in preparation and decision making in budgets and recommend/provides information to others in-depth knowledge of work unit/department, programs and to others requiring interpretation of policies and procedures, rules and regulations;

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

An Associate's degree in Business or related field; and five (5) years responsible office administration and management experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma,etc.)**

Special Knowledge, Skills and Abilities:

knowledge of office management/administrative support practices and procedures. Knowledge of a variety of computer software, including word processing, database and spreadsheet applications. Knowledge of basic budgeting procedures and financial recordkeeping. Knowledge of budget preparation, monitoring and administration. Skill in preparing a variety of records, reports, and correspondence. Skills in maintaining complex files and records. Skill in operating a variety of office equipment, including person computers, calculators, computer terminals, and typewriters. Skill in establishing and maintaining effective working relationships with others;

License/Certification Requirements:

Must possess a Valid Driver's License and obtain a NN Tribal Permit; and National Background check for applicants.

VETERANS PREFERENCE APPLIES

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

Revised: 1-15-99