

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB11512221
POSITION NO: 243819
POSITION TITLE: _____

DATE POSTED: 07/18/16
CLOSING DATE: 07/29/16

DEPARTMENT NAME / WORKSITE: LB OLS - Navajo Nation Legislative District Assistants Program, Window Rock, Arizona
WORK DAYS: Mon. - Fri. REGULAR FULL TIME GRADE/STEP: AB56A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 9.76 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Office Assistant Responsibilities: Under general supervision of the Legislative District Assistants Program Manager, the Office Assistant will perform basic secretarial and administrative tasks. Tasks include, but are not limited to, answering telephone calls, transferring telephone calls, taking messages, and relaying messages to the appropriate individuals. The Office Assistant shall have exceptional verbal and written communication skills to ensure excellent customer service is provided to individuals of the three branch government, businesses, and the general public. The Office Assistant shall use the best judgement when releasing information pertaining to legislations and/or resolutions; make photocopies; receive and distribute mail; enter data into databases.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED; and one (1) year of general office, customer service or related experience.

Special Requirements:

- Must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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:

Basic knowledge of the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; basic knowledge of Navajo Nation Law, policy and procedures, and rules and regulations; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Excellent skills in communicating orally and in writing in a professional manner; applying judgement in the release of confidential information.

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