

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1372190

Date Posted: 07/19/10

POSITION NO: 204761

Closing Date: 07/30/10

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Local Governanace Support Center/Western Navajo Agency

DEPARTMENT NO: 137 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N620A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 am to 5:00 pm

Temporary:

Duration: _____ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

To perform daily clerical functions (answer telephone/office visits, answer program inquires, log in/out mail, type correspondences, prepare office meeting minutes, prepare agenda's, maintain monthly itineary for all LGSC staff) by use of log in sheets or assigned sheet for tracking purposes, by the end of program year. To compile and submit reports due monthly (tribal vehicle use, xerox meter readings and program reports from LGSC Staff) by use of log-in tracking purposes, at the end of the program year. (Such reports may also include EPAFs for staff, reports to DCD, reports to various committees, TCDC, Council Caucus groups, etc.) To accurately submit official timesheets for (7) seven LGSC Staff and (16) sixteen Western Agency Chapters to the Office of the Controller - Payroll Section, on a biweekly basis. Clarifying issues for inaccurate pay, processing backpay requests and conducting follow up on discrepencies for payroll/timesheets/etc. Assure that files for Timesheets for staff are accurately filed and maintained in accordance with respective pay period ending cycles.

To maintain, update and process human resources documents (process PAFS for employment, termination, change notices, assure that all personnel files are updated monthly; process JVA for recruitment and advertising; continue to follow up until positions are filed; initiate employment documents and including recruitment selection process; set up training for staff upon employment such as New Employee Orientation, etc.) daily or as needed, by the end of the program year. To prepare budgets for the administration office (develop and submit to the Sr. Accountant) by setting up account ledgers 10 days after account numbers become available. To maintain expenditure reports for the office (order supplies, equipment, services for the office to maintain program operations; monitor budget to track expenses, make adjustments when necessary) by conducting reconciliation monthly, by the end of the program year.

To assure that all staff have proper documentation for travel as required (travel authorizations for travel, expenses, maintain insurance in all vehicles, vehicle assignment sheet, keep the authorized driver's list updated, assure that authorized drivers obtain necessary training and credentials to utilize a tribal vehicle, etc.) by use of log in sheets for tracking, by the end of the program year. To submit (12) twelve complete (using suggested format) monthly reports for LGSC program effectiveness and accountability by promoting a new focus on results, service quality, and customer satisfaction by end of the current program year. Other duties such as participate in scheduled mail/payroll/timesheets/check run to and from Window Rock, must be able to speak Navajo fluently to converse with public. Handle all personnel files and case sensitive documents pertaining to human resources management, for all Chapter staff and LGSC administration office.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's Degree in Business or related field: and

Experience:

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. Some positions may require possession of a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

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

Special Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationship with Chapter Officials, Council Delegates, LGSC Staff and outside resource agencies. Knowledge of basic accounting principles, preferably governmental and non-profit accounting. Computer skills that includes application of Fund Accounting Software. Must be able to operate calculators, telephones, computers, etc.

License/Certification Requirements:

A valid state driver's license, *preferred*.

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