

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

Requisition No: DHR0092183  
POSITION NO: 201185  
CLASS CODE: 1364

Date Posted: 07/19/10  
Closing Date: 07/30/10

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: Office of Navajo Labor Relations

DEPARTMENT NO: 009 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N56A

Days: Monday thru Friday Permanent:  SALARY:

Hours: 8:00am to 5:00pm Temporary:  Duration: Permanent \$18,470.40 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$8.88 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Receives telephone calls, visitors, and incoming mail and refers to appropriate staff member and follows up to insure timely responses; brings to supervisor's attention those correspondence, calls, or and with appropriate background material attached for reference; general instructions or using independent judgment and requiring a thorough knowledge of the procedures and policies of the office; reviews materials prepared for supervisor's approval for typographical accuracy, proper format, and consistency with administrative policy; maintains financial and other records such as account ledgers, personnel records, time and leave records, office supplies and purchases, as well as financial records of assigned programs or departments; requisitions supplies, printing, maintenance, or other services; makes appointments, schedules travel arrangements for supervisor and other staff members; maintains confidential and administrative files, attends meetings and conferences, and may take and transcribe dictation.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School Diploma or GED; and

**Experience:**

One (1) year of general office, public contact or related 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 transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of business English, spelling and arithmetic, considerable knowledge of modern office practices, procedures, and equipment, good knowledge of tribal policy and procedures.

Ability to type a minimum of 55 words per minute; ability to read and write English accurately; ability to establish and maintain cooperative relations; knowledge of basic computer usage without training. Ability to handle with courtesy and tact a wide variety of public contact both on the telephone and in person; some positions may require the ability to take and transcribe dictation.

**License/Certification Requirements:**

**PREFERRED:** Valid Driver's License, and Tribal Permit.

**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**