

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1072195

Date Posted: 07/19/10

POSITION NO: 240467

Closing Date: 07/30/10

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 107 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N560A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 18,470.40 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Under general supervisor, performs a variety of clerical/office support work. Work with maintenance staffs to carry out assigned responsibilities of competing projects in a timely manner. Answers telephone, takes messages, responds to routine inquiries that require judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Receives, logs in documents and distributes to appropriate staffs. Make photocopies of documents, prepare and transmits facsimiles, processes documents, or forms as instructed. Prepare projects folders, file necessary projects documents, keep track of all on-going and pending projects. Make contact with tribal departments and programs, Navajo Nation Chapters, county, state, and the general public. Attend section/department meetings. Performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A 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, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of clerical and office support practices and procedures, computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence using computer software. Skill in English composition, grammar and punctuation. Ability to answer telephone, use copy machine, fax machine, calculator, printer, motor vehicle. Ability to converse in Navajo. Computer and filing organization experience 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