

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

Requisition No: DPS0472204

Date Posted: 07/19/10

POSITION NO: 943239

Closing Date: 07/30/10

CLASS CODE: 1364

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: Emergency Medical Service

DEPARTMENT NO: 47

WORKSITE LOCATION: Red Mesa, Az

WORKS DAYS/HOURS: Days: Mon - Fri POSITION TYPE: Permanent:  GRADE: N56A

Hours: 8:00am - 5:00pm

Temporary:

SALARY:

Part-Time:

Duration: \_\_\_\_\_ \$ \$18,470.40 Per Annum

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

**DUTIES AND RESPONSIBILITIES:**

Types a variety of materials from rough draft or detailed instructions; performs operations by calculating totals and subtotals; keeps logs, records, and simple bookkeeping ledgers; answers telephone, take messages, maintains files according to establishing system; operates standard office equipment, such as Xerox machine, calculator; may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; assist in emergency medical response calls; performs related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

One year of general office, public contact or related experience; or an equivalent combination of training and experience which provides the capabilities to perform the described duties. (To receive full credit for education/training applicant must submit transcripts, certificates, diploma, etc.).

**Special Knowledge, Skills and Abilities:**

Some knowledge of modern office practices, procedures and equipment. Ability to type a minimum of 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the Public.

**License/Certification Requirements:**

PREFERRD: Valid state vehicle operator license. Within 90 days of employment must obtain a CPR/First Aid, Navajo Nation Vehicle Operators 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*