THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824316 | DATE POSTED: 07/19/22

POSITION NO: 245174 | CLOSING DATE: 08/01/2022 by 5 pm

POSITION TITLE: **Office Assistant**

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department/NPRD Administration Office- Window Rock, AZ

WORK DAYS: Monday - Friday | REGULAR FULL TIME: ☐ | GRADE/STEP: BQ56A

WORK HOURS: 8:00 am - 5:00 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 23,155.92 PER ANNUM

SENSITIVE ☐ | SEASONAL: ☐ | $ 11.09 PER HOUR

NON-SENSITIVE ☑ | TEMPORARY: ☑ DURATION : 4 Months

DUTIES AND RESPONSIBILITIES:

Under general supervision will be answering phone calls and greet visitors; refer calls or visitors to appropriate staff and/or museum/parks; log in all incoming and outgoing mail, distribute to the appropriate staff or department; prepare correspondence, financial documents and forms; maintain files for correspondence, financial documents and daily visitation records; make travel arrangement for administrative staff by making lodging and flight reservation; schedule meetings and locations for meeting; responds to requests for museum information, park brochures and information pertaining to tribal parks; obtain quotes for supplies, materials, and equipment for museum/tribal parks daily operations; follows up on financial documents for payments with Navajo Financial Services; records on completed payments and close out of purchases for financial documents into database. Responsible for providing answers to visitors questions concerning the museum and park areas, recreational opportunities, concession-operated facilities and services and campground availability; distribute maps, brochures and other printed materials; provides direction and routes of travel through the area; inform visitors of potential safety hazards; evaluates problems and make recommendations, provides customer service in providing appropriate information on tribal parks and operation to the public, visitors and vendors.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience

Special Requirements:

• Possess a valid state driver's license.

(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:

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; skill in preparing a variety of records, reports, and correspondence using computer software; skill in maintaining files and records; skill in following oral and written instructions; operating office equipment, includes computer programs; skill in English composition, grammar, and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the Navajo Nation Museum and Parks and Recreation and including the operation of Tribal Parks and Recreation areas.

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