THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR01724342 DATE POSTED: 07/21/22
POSITION NO: 203339 CLOSING DATE: 08/03/2022 by 5pm
POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: DHR/Department of Retirement Services / Window Rock, Arizona
WORK DAYS: Monday - Friday WORK HOURS: 8:00 am -5:00 pm
REGULAR FULL TIME: ☑ PART TIME: ☐ SENSITIVE: ☑
GRADE/STEP: BQ56A NO. OF HRS./WK.: $ 23,155.92 PER ANNUM
SENSITIVE SEASONAL: ☐ DURATION : $ 11.09 PER HOUR
NON-SENSITIVE TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervision of the Retirement Plan Administrator. Perform general office practices and support work ethics with established guidelines and/or procedures; resolves routine clerical issues; Answers telephone calls, route calls, and/or takes messages; greet clients or customers with customer service and refer to appropriate staff; respond to all clients and/or customers inquiries that requires some judgment in determining the type of information that may be released; provide specific information, instructions and forms; type reports, labels and forms; maintain electronic and/or hard copy filing system; Receives, logs in and distributes incoming mail; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; enter data into database; may order, stock and distribute office supplies, when necessary; maintain electronic and hard copies of monthly and quarterly reports and other related work as assigned.

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:
• A favorable background investigation (Navajo Nation Background Check must be completed prior to employment at applicants expense, if selected for position).
• 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:
Knowledgeable in Microsoft Applications (Word, Excel, Power Point); Ability to research and input information; Purchase Card user; Knowledgeable of the Human Resource Information System, Financial Resource Information System to retrieve information pertinent to personnel data; Familiar with federal, state, and tribal laws and regulations governing retirement plans. Knowledge of Navajo Nation retirement plans. Knowledge of Navajo Nation Personnel Policies and Procedures. Knowledgeable of scanning processing; Skill in communicating orally and written, preferred Navajo speaking; Skill in establishing and maintaining effective working relationships within the Navajo Nation government, entities, and outside organizations; Ability to operate office equipment. Proficient in Microsoft Office software or other computer applications.

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