

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

REQUISITION NO: DOT1073901

Date Posted: 08/01/11

POSITION NO: 242289

Closing Date: 08/12/11

CLASS CODE: 1364

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: Navajo Division of Transportation/BIA NDOT Road Maintenance

DEPARTMENT NO: 107 WORKSITE LOCATION: Pinon, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: \_\_\_\_\_ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.20 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of clerical/office support work. Work with maintenance staff to carry out assigned responsibilities of competing projects in a timely manner. Answers telephone, takes messages, responds to routine inquiries that require judgement in determining the type of information that may be released; provides 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 staff. 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:**

High School or GED (*to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.*)

**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. Applicant must possess computer experience. (Preferred) **\*\* Applicant must be able to converse in the Navajo language.**

**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.

**License/Certification Requirements:**

Applicant must possess a Valid State Driver License and obtain a NN Operators Permit within 90 days of employment.

**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*