

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

REQUISITION NO: EPA0153926

Date Posted: 08/01/11

POSITION NO: 292948

Closing Date: 08/12/11

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Navajo Nation Environmental Protection Agency/Administration

DEPARTMENT NO: 15 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R62A

Days: Mondays - Fridays

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assists the Executive Director, administration staff and all NNEPA agency support staff. Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signatures; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives.

Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meeting, events, appointments and/or other similar activities, including coordinating travel and lodging arrangements; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquires or visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments.

Coordinates and monitors defined projects and/or activities; serves as liaison between NNEPA and other internal and external entities. Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares purchase requisitions and payment of invoices; collects and compiles reports, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Business Administration or related field; and five (5) years experience in responsible office administration and management 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 copies of college transcripts, degree, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of administrative procedures, principles and practices; knowledge of general office procedures, methods and equipment; knowledge of public relations/customer service principles, practices and techniques; knowledge of basic accounting or business practices and methods. Ability to organize and coordinate work effectively, to set priorities, to give and follow orders and to motivate others; ability to establish and maintain effective working relationships with others; and ability to pay close attention to details; ability to interpret laws, regulations and policies and make decisions accordingly. Skill in typing, word-processing preparing and maintain accurate records, reports and files including legal documents and legal records; handling and prioritizing multiple projects; coordinating calendars, appointments, room assignments, etc; skill and understanding and following oral and written directions; utilizing computer databases to research, maintain, and update records and files. Prefer bilingual ability to speak English and Navajo language.

**License/Certification Requirements:**

Valid state driver's license, *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