

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05614144
POSITION NO: 948852
POSITION TITLE: _____

DATE POSTED: 08/03/17
CLOSING DATE: 08/16/17

DEPARTMENT NAME / WORKSITE: Division of Social Service Executive Administration / Window Rock, Arizona
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB56A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 9.76 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the Program Manger I the Office Assistant position will provide overall day to day clerical, administrative office support to the Division of Social Services Executive Administration, staffs, and consumers. Ensuring all aspect of the office administration is taken care of. By monitoring the reception area of the office to ensure visitors feel comfortable and welcome; guide consumers, vendors, official officers, and approve visitors in the right directions. Screen all incoming call forward to the appropriate staff; take and retrieve messages for various personnel; monitor all call utilizing phone log; provides callers with information of the division's address, direction, fax number and division website; assist with ordering, receiving, stocking and distributing of office supplies; run errands; retrieve and deliver documents and materials to the proper office or organization; monitor receive, document and distribute mail for the staff and consumers; create file pertinent to the various vendors accounts; assist the Executive Administration staff in the composition of correspondence, reports, forms and other pertinent documents for the Administration.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of general office, customer service or related work 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:

computer skills, internet skills, emails and group messaging skill, Customer Services skills.

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