

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0202274

Date Posted: 08/02/10

POSITION NO: 244943

Closing Date: 08/16/10

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Design and Engineering Services

DEPARTMENT NO: 20 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N620A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a full range of secretarial and administrative office support work of considerable difficulty, requiring the application of specialized technical/administrative knowledge and the exercise of initiative, independent judgment and decision-making; resolves administrative problems; provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signature; prepares selected reports; establishes and maintains automated filing systems, monitors and tracks program contracts and contract modifications, assists with the development and packaging of program contracts. Provides and ensures proper Record Management Systems are in compliance. Performs related work as required or assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Business or related field; and

Experience:

five (5) years responsible office administration and management experience; or an equivalent combination of education, training and experience (construction contract administration, business practices, and office management) which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Depending on the needs of the Nation some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of basic accounting principles, budgeting, preparation, monitoring, tracking, administering and procurement practices/procedures. Knowledge of Financial Management Information System (FMIS). Knowledge of the application of Navajo Tribal Code, State, Federal Laws, regulations governing programs. Knowledge of contracting policies, contract types, procurement codes and methods. Knowledge of General Funds, external state and federal funds, cost accounting principles and practices. Knowledge of generally accepted office procedures, and skilled in office equipment, including computers, financial/office software application, word processing, databases and spreadsheet implementation (excel). Knowledge in preparing a variety of reports and correspondence using appropriate formats. Knowledge in applying judgment in the release of confidential information. Ability in conducting research and preparing contact packages, reports and correspondence. Ability in interpreting labor laws, rules, and regulations. Ability in effectively and clearly communicating complex technical concepts, orally and in writing. Ability in establishing and maintaining effective working relationship.

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