

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0602277

Date Posted: 08/02/10

POSITION NO: 241433

Closing Date: 08/16/10

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Office of Navajo Nation Human Rights Commission

DEPARTMENT NO: 60 WORKSITE LOCATION: Window Rock, Navajo Nation (AZ)

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N560A

Days: M-F

Permanent:

SALARY:

Hours: 8-12 1-5

Temporary:

Duration: _____ \$ 18,470.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs routine office/clerical support work by greeting visitors and answering incoming phone calls; makes general assessment of visitor and caller requests; makes general referrals to appropriate offices; provides information on the purposes of the office; provides general information on the intake forms; and makes judgment on the information to be distributed.

Receives, logs and distributes incoming mail; serves as the clearinghouse for incoming and outgoing correspondences; ensures appropriate recording and maintenance of electronic and/or hardcopy filing system by setting up files, filing new documents, purging and updating.

Assists with maintaining client case information; maintains confidential client information and tracks the status of client cases; maintains electronic and hardcopies of client files and updates the files on regular basis.

Assists with general day-to-day operation of duplicating machines and other office equipment; may order and restock office supplies and run general errands.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (01) year of general office, public interface or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties and responsibilities.

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

Special Knowledge, Skills and Abilities:

Knowledge of best practices of basic office and clerical support processes and procedures; knowledge of computer software including word processing and spreadsheet applications. Skills in maintaining file and record systems; skills in following oral and written instructions; and skills in assisting customers and/or clients. Ability of understand the Navajo language.

License/Certification Requirements:

Notary public is preferred but not required. Valid state driver's license and Navajo Nation Vehicle Operator's Permit, *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