

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

REQUISITION NO:	<u>DOT10110590</u>	DATE POSTED:	<u>08/03/15</u>		
POSITION NO:	<u>242451</u>	CLOSING DATE:	<u>08/17/15</u>		
POSITION TITLE:	<u>Administrative Assistant</u>				
DEPARTMENT NAME / WORKSITE:	<u>NDOT/Executive Office/Tse Bonito, NM</u>				
WORK DAYS:	<u>M - F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB62A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>34,028.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>16.36</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Coordinates administrative office duties by composing and reviewing documents for adherence to established policies and procedures. Orientates, oversees and monitors the work of support staff. Evaluates and recommends change/additions to policies and procedures. Assists in the execution of department goals and objectives, problem solving, project planning and development. Provides technical support by researching and compiling information and documents. Schedules and coordinates meetings, hearings, events, interviews and travels. Prepare, transcribes, composes and distributes meeting agendas, action items and minutes. Coordinates and monitors department projects and/or activities, recommends changes or improvements. Provides transportation related information to Navajo DOT stakeholders and partners. Serves as a liaison between the department and other agencies. Assists administrative support staff in maintaining, preparing, processing and maintaining financial records and reports. Interprets policies and procedures, rules and regulations of the Navajo Nation and Navajo DOT. Answers telephone calls, assists visitors.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Business or related field; and four (4) years responsible office administration and management experience.

**Preferred Qualifications:**

- Two (2) years of budget, grants and financial management experience.
- Proficient in Microsoft Office Software or other computer applications.
- FMIS Certification

**Special Requirements:**

***(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:**

Knowledge of basic budgeting procedures and financial recordkeeping; knowledge of a variety of computer software, including word processing, database and spreadsheet applications; some supervisory methods and techniques; budget preparation, monitoring and administration. Skilled in preparing a variety of reports, records, correspondence, maintaining complex files and records. Operate a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters. Utilize computer databases to research, maintain, and update records and files.

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