

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0729036

DATE POSTED: 08/04/14

POSITION NO: 240031

CLOSING DATE: 08/18/14

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Gallup, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: Y62A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 33,030.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 15.88 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Provides and coordinates administrative office support services for the Gallup Service Area; will compose information documents and/or correspondences for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable policies and procedures; establishes and maintains complex manual and/or automated filing systems; orients, monitors and may oversee the work of support staff; evaluates office operations and make recommendations for new or enhanced policies and procedures; assist in administrative problem solving, project planning and development and execution of stated goals and objectives.

Serves as administrative support to professional staff by compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, logging and reviewing incoming and outgoing correspondences, and follow up on operational commitments.

Coordinates and monitors defined activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring knowledge of work and department operations; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met.

Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; collects and compiles statistical, financial and other information for reports; requisition supplies, equipment, printing, maintenance and other services.

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.

(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 office management/administrative support practices and procedures; knowledge of policies, practices, procedures and terminology appropriate to assigned function; knowledge of basic budgeting procedure and financial recordkeeping; knowledge of a variety of computer software, such as Microsoft Office and Adobe; knowledge of supervisory methods and techniques; knowledge of budget preparation, monitoring and administration.

Skill in preparing a variety of records, reports and correspondence using appropriate formats; skill in maintaining files and records; skill in following complex oral and written instructions, policies and procedures; skill in operating a variety of office equipment; skill in verbal and written communications; skill in compiling and preparing reports, documents and correspondence; skill in applying judgment in day-to-day business; skill in supervising, training and motivating employees; skill in establishing and maintaining effective working relationships with other.

<<A favorable background investigation is required>>

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