

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DHR02412305</u>	DATE POSTED: <u>08/08/16</u>	
POSITION NO: <u>949480</u>	CLOSING DATE: <u>08/22/16</u>	
POSITION TITLE: <u>Office Assistant (2 Positions)</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo Office of Vital Records and Identification - Tuba City, Arizona</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB56A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>20,300.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>9.76</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Perform moderate data entry tasks, minor research and verifications of records, compiling completed work statistics, and provides clerical work under direct supervision. Assist other agency and satellite office program employees and Vital Statistics Technicians with research and verification.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

(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 database entry tasks and recordkeeping; basic understanding of confidential records policies and handling; and ethics of public relations. Skills communicating in both written and following oral instructions; and maintaining cooperative working relationship. Ability in understanding, to speak, and interpret the Navajo language.

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