THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03524551

DATE POSTED: 08/11/22

POSITION NO: 942071

CLOSING DATE: 09/02/2022 by 5pm

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME / WORKSITE: Navajo Food Distribution Program/ Leupp, Arizona

WORK DAYS: Monday-Friday

REGULAR FULL TIME: ☑

GRADE/STEP: BQ56A

WORK HOURS: 8:00am - 5:00pm

PART TIME: ☐

NO. OF HRS./WK.: ☑

$ 23,155.92 PER ANNUM

SENSITIVE ☐

SEASONAL: ☐

DURATION:

$ 11.09 PER HOUR

NON-SENSITIVE ☑

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls and/or take messages; greets and refers visitors to appropriate staff/resources; provides function specific information, instructions and forms; types routine correspondence; reports, labels and forms; maintains electronic and/or hard copy filing system; receives and processes employee and office related forms and/or documents; may order, stock and distribute office supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma/GED; and (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

Special Requirements:

• Possess a valid state Driver's License.

(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 clerical and office support practices and procedures; following written and verbal instructions; knowledge in computer software, word processing, database and spreadsheet applications; skill in use of personal computer and related software applications.

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