

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

REQUISITION NO: OPV0046898

Date Posted: 08/13/12

POSITION NO: 242030

Closing Date: 08/27/12

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R56A

Days: Monday - Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.20 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the Administrative Assistant, provides clerical support to the Administrative Assistant and NGRO staff as needed. Performs a variety of office support work of minimum difficulty such as filing documents, preparing photocopies and facsimiles, and typing routine administrative documents such as Request for Direct Payment, Purchase Requisitions, Travel Authorizations, Internal Charge Requisitions within established limits and procedures. Incumbent will serve as the alternate person to answer the main NGRO telephone line when needed and greet visitors. Screens calls, routes calls, and take messages; greets and directs visitors as appropriate; responds to routine questions from the public; provides public with program information. Incumbent will also assist Administrative Assistant in delivering and picking up documents/mail from various Navajo Nation offices and gaming facilities. Sorts and distributes incoming and outgoing mail and other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

One (1) year general office, public contact, or related experience, or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

**Special Knowledge, Skills and Abilities:**

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of basic clerical and office support practices and procedures. Skill in maintaining filing and records systems, Skill in following oral and written instructions. Skill in operating office equipment, including computer programs. Skill in establishing and maintaining effective working relationships. Skill in preparing clear and comprehensive reports.

**License/Certification Requirements:**

Must be able to obtain a gaming license/certification from the State of Arizona and/or the State of New Mexico and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license. Must also be able to obtain a Navajo Nation vehicle operator permit.

**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*