

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1512287
POSITION NO: 948074
CLASS CODE: 1364

Date Posted: 08/16/10
Closing Date: 08/27/10

POSITION TITLE OFFICE ASSISTANT

DEPARTMENT NAME Department of Child Support Enforcement

DEPARTMENT N 151 WORKSITE LOCATION: Kayenta AZ

WORKS DAYS/HOUR POSITION TYPE: GRADE: N560A

Days: Monday - Friday Permanent: SALARY:

Hours: 8:00 a.m. - 5:00 p.m. Temporary: Duration: \$ \$18,470.40 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ \$8.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Operates data entry equipment in support of child support enforcement data processing, works from an assortment of typed, printed, electronic, and handwritten sources; reduces data to numeric or alphabetic codes according to established procedures, check accuracy of completed work; logs orders in and out keeps informed on the difference codes for various assignments; maintains records of work received and completed; assists other staff as necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year of 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 transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of methods and equipment in preparation of data; knowledge of modern office practices and procedures for computer processing; ability to do clerical work and learn office operation procedures, and equipment, ability to understand and follow oral and written directions; read small printed words or number rapidly and accurately. Skill in the accurate and rapid operation of data entry and associated equipment.

License/Certification Requirements:

PREFERRED: Valid Drivers License and must be able to obtain Navajo Nation Tribal Vehicle Permit

VETERANS' PREFERNECE APPLIES

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

Revised: 1-15-99