

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

REQUISITION NO: DNR0583991

Date Posted: 08/16/11

POSITION NO: 246402

Closing Date: 08/29/11

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: DNR/Navajo Parks and Recreation Department

DEPARTMENT NO: 58 WORKSITE LOCATION: Monument Valley, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

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

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Answers telephone, routes calls, take messages; greets and refers visitors to appropriate staff/resources; responds to routine inquires that requires judgement in determining the type of information; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains files; set up files, filing new documents, purge and update files.

Receives, logs in and distributes incoming mail; responds to requests for park brochures, hiking and camping permits, routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of staff meetings; compiles and enters data on park visitations into Microsoft Excel program, make routine calculations and check information for accuracy; may order, request for price quotations for office supplies.

Receives requests for park information, hiking and camping information on the Navajo Reservation areas; Monument Valley including other tribal park areas and National Park Services areas; provides customer services in providing appropriate information on tribal parks and National Park Services areas.

**QUALIFICATION REQUIREMENTS:**

High School Diploma or GED. *(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)*

**Experience:**

One (1) year of general office, public contact or related experience; or an equivalent combination of education, training and experience.

**Special Knowledge, Skills and Abilities:**

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the Parks and Recreation and including the operation of Tribal Parks and Recreation areas.

**License/Certification Requirements:**

Must possess a Valid State Driver's License and obtain a Navajo Nation Operators Permit within 90 days of employment.

**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*