

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1493979

Date Posted: 08/16/11

POSITION NO: 948952

Closing Date: 08/29/11

CLASS CODE: 1364

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Provides clerical assistance to department by answering telephone, route calls, and/or take messages; greets and referees visitors/guests to appropriate staff or office; provide assistance in typing, filing, faxing, xeroxing, and researching various documents, correspondences, and reports; assists in monitoring and maintaining department filing system regarding personnel, fiscal, and property; file all new documents, purging of records, and updating record system; receives, logs in, and distributes incoming mail to appropriate staff and/or department; receives and processes employee and office related forms and documents; may attend meetings to transcribe notes/minutes; data entry of correctional reports; and assist in purchasing and distribution of supplies and equipment.

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 basic clerical and office support practices and procedures; of computer software, word processing, database, and spreadsheet applications; of maintaining, archival, and storage of records; and of operation and maintenance of office equipments. Skill in preparing and securing a variety of records, reports, and correspondences using computer software; in maintaining files and records; in following oral and written communication, in operating office equipment; in English composition, grammar, and punctuation; in establishing and maintaining effective working relationship; and skill in preparing clear and comprehensive reports.

License/Certification Requirements:

A Valid State Driver's License ***(Preferred)***.

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