

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

Requisition No: DHR1516951

Date Posted: 08/27/12

POSITION NO: 947694

Closing Date: 09/10/12

CLASS CODE: 1364

POSITION TITLE OFFICE ASSISTANT

DEPARTMENT NAME Department of Child Support Enforcement

DEPARTMENT N 151 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOUF POSITION TYPE: GRADE: R56A

Days: Monday - Friday Permanent:  SALARY:

Hours: 8:00 a.m. - 5:00 p.m. Temporary:  Duration: \_\_\_\_\_ \$ \$19,136.00 Per Annum

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

**DUTIES AND RESPONSIBILITIES:**

Complete data entry for child support enforcement data, 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 different codes for various assignments; maintains records of work received and completed; assists other staff as necessary. Performs other duties as assigned.

**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.

**PREFERRED:** Data Entry Experience (*To receive full credit for training/education, 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; knowledge of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, and correspondence using computer software; Skill in operating office equipment, including computer programs; Skill in English composition, grammar and punctuation; Skill in preparing clear and comprehensive reports.

**License/Certification Requirements:**

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