

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02418552

DATE POSTED: 08/28/19

POSITION NO: 244434

CLOSING DATE: 09/11/19 5:00pm

POSITION TITLE: Office Assistant (Temporary)

DEPARTMENT NAME / WORKSITE: Navajo Office of Vital Records and Identification / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR56A

WORK HOURS: 8:00 am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 21,320.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 10.25 PER HOUR

NON-SENSITIVE TEMPORARY: 4 - 6 Months

DUTIES AND RESPONSIBILITIES:

Perform moderate data entry tasks, minor research and verification of records, compiling completed work statistics, and provides clerical work under direct supervision. Perform basic and routine administrative tasks. Operate and maintain office equipment. Greets the public and directs them to the appropriate personnel. Screen all incoming calls; forward to the appropriate staff; taking messages; monitors all calls utilizing a phone log; monitor and stock office supplies; run errands; retrieve and deliver documents and materials; monitor the receiving, documentation and distribution of mail for the staff. Assist the Vital Statistics Technicians and other NOVRI agency and satellite office program staff with research and verification.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and 1 year of general office, customer service or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, Federal, State, and local laws, statutes, ordinances, rules and regulations. Knowledge of standard office procedures and methods. Knowledge of records management report processing, knowledge of general tribal enrollment procedures and methods. Skills in communication orally and writing. Skill in use of variety of office equipment. Skill in use of computer and related software. Skill in establishing and maintaining effective working relationships. Ability to speak and interpret the Navajo Language.

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