

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR09518555

DATE POSTED: 08/28/19

POSITION NO: 934153

CLOSING DATE: 09/11/2019 5:00pm

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development/Crownpoint, NM

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

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

SENSITIVE SEASONAL: DURATION : _____ \$ 10.25 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Receives applications of clients seeking employment, training and related services; assists clients with application procedures; provides information regarding training and employment opportunities. Investigates and determines initial and subsequent eligibility of Workforce Investment Act. Provides technical assistance and information to programs concerning the provisions and requirements of the assigned area. Files and maintains periodic checks on the participants files. Performs typing assignments and other clerical duties and assigned related duties. Under the general supervision, performs a variety of moderately difficult clerical tasks requiring the knowledge of specific departmental operation or specialized clerical or records knowledge, and subject; performs related work as required.

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 business English, punctuation, spelling and mathematics, knowledge of modern office practices and procedures including the preparation of file maintenance, reports and forms the operation of standard office equipment. Computer literate. Establish and maintain cooperative relations which fellow employees and the public; ability to keep records, to assemble and organize data and to prepare routine report from such records.

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