

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS03918546

DATE POSTED: 08/28/19

POSITION NO: 244435

CLOSING DATE: 09/18/2019 5:00pm

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Window Rock, Arizona

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: AR62A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 35,755.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 17.19 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

On a daily basis, assists the Program Manager III to receive correspondence and to respond to inquiries from seven Program Supervisors, Department for Self Reliance (DSR) management, and Navajo Nation (NN), state and federal officials; greets and assists all visitors, DSR employees, NN officials and the public with department information; coordinates with other clerical support within the department and NN to address any issues or concerns that impacts the DSR direct services; follows up on any pending and outstanding reports, requests, payments, etc. and takes immediate steps to address and process it accurately and timely. Organizes and manages complex activities such as meeting and travel arrangements for the Program Manager III; responsible for the scheduling and arrangement of appointments and formal and informal meetings; prepares meeting logistics such as sign-in sheet, agenda, material handout, location, seating arrangement and confirmation of attendee(s); consults daily with the Program Manager III to schedule and prioritize demands and prepare for meetings and required travel; attends meetings and takes notes to be transcribed. Coordinates and makes arrangements for various DSR presentations, including disseminating information and material, managing direct mailings, and creating agendas, brochures, name plates, and registration. Receives and greets the public, officials and employees in a professional manner; answers incoming phone calls, directs the public, officials and employees to the appropriate office and location; takes and relays messages to the appropriate party; provides information, direction and instructions as necessary. Prepares memorandums and supporting correspondence for off-reservation travel, insurance purpose only travel, financial transactions, letters of invitation, and all other standard notices; proofreads and edits memorandums and other correspondence; responsible for accuracy and clarity of final correspondence; researches and compiles data and assists with the drafting and compilation of monthly, quarterly and annual reports; prepares public notices of any closures or changes in services; sorts and processes mail for the Program Manager III and secures confidential material. Establishes and maintains an effective records management system, including database systems and electronic filing systems for documents to be easily accessible and retrievable when necessary; maintains control of all confidential information to prevent disclosure. Performs other duties of a similar level as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within six (6) months of employment, must complete training and pass required examination to be certified for access to the Navajo Nation Financial Management Information System (FMIS).

(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: office management/administrative support practices and procedures; policies, practices, procedures and terminology appropriate to assigned function; basic budgeting procedures and financial recordkeeping; a variety of computer software, including word processing, database and spreadsheet applications; supervisory methods and techniques; budget preparation, monitoring and administration.

SKILL IN: preparing a variety of records, reports, and correspondence using appropriate formats; maintaining complex files and records; following complex oral and written instructions, policies and procedures; operating a variety of office equipment, including personal computers, telephones, calculators, and scanners; verbal and written communications; conducting research and preparing reports, documents and correspondence; utilizing computer databases to research, maintain, and update records and files; applying judgment in the release of confidential information; supervising, evaluating, training and motivating employees; establishing and maintaining effective working relationships.

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