

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

REQUISITION NO: DCD1332348

Date Posted: 08/30/10

POSITION NO: 202699

Closing Date: 09/13/10

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Local Governance Support Center - Fort Defiance Agency

DEPARTMENT NO: 133 WORKSITE LOCATION: Fort Defiance, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N620A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8AM - 5PM

Temporary:

Duration: \_\_\_\_\_ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Develop and maintain a filing system that is easily accessible and retrievable, particularly important documents including budget reports, personnel, legislation, policies, etc.

Review and complete all documents and correspondences for accuracy and completeness for supervisor's signature.

Ensure that all agency and chapter personnel documents are processed on a timely basis for vacancy announcements; setting interview dates, and notification to all qualified applicants of the date; time and location of personnel interview; notification of applicant selected and non-selected by mail; processing of PAF and filing of completed documents on a timely basis.

Advise supervisor on a monthly basis the expenditure level of the program operating budget to ensure accountability, be responsible for all procurement of goods and services, including office supplies, equipment, maintenance and repairs, etc. and check for accuracy and completeness prior to supervisors' review and approval.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Business or related field; and

**Experience:**

five (5) years responsible office administration and management 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 transcript, degree, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Budget preparation, monitoring and administration

Preparing a variety of reports, records and correspondence

Knowledge and skill of a variety of computer software

Must have good people relation skill

**License/Certification Requirements:**

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, ***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**