

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

Requisition No: DHR0952321  
POSITION NO: 934153  
CLASS CODE: 1364

Date Posted: 08/30/10  
Closing Date: 09/13/10

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT

DEPARTMENT NO: 95 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N56A

Days: Mon - Fri Permanent:  SALARY: \_\_\_\_\_

Hours: 8:00 AM - 5:00 PM Temporary:  Duration: \_\_\_\_\_ \$ \$18,470.40 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ \$8.88 Per Hour

**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.

**QUALIFICATIONS REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED;and

**Experience:**

One year of general office, public contact or related experience, or an equivalent 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 transcripts, certificates, diploma, etc.)**

**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.

**License/Certification Requirements:**

PREFERRED: Must possess a valid State Drivers License and must obtain Navajo Nation Vehicle Operators Permit upon employment.

**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*