

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7352354

POSITION NO: 945471

CLASS CODE: 1364

Date Posted: 08/30/10

Closing Date: 09/13/10

POSITION TITLE: OFFICE ASSISTANT**

DEPARTMENT NAME: Division of Dine Education/Navajo Head Start

DEPARTMENT NO: 735 WORKSITE LOCATION: Fort Defiance, Arizona

WORK DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: P560A

Days: Monday-Friday Permanent: X SALARY: _____

Hours: 40 Hours/Week Temporary: _____ Duration: _____ \$ _____ Per Annum

Part-Time: _____ No. of Hrs./Work: 40 \$ 9.15 Per Hour

DUTIES AND RESPONSIBILITIES: Under general supervision, answers, routes, screens and take messages of all telephone calls. Meet, greets and refers visitors/clienteles to appropriate personnel or department. Place outgoing telephone calls to Head Start Centers, Service Area Offices, and other affiliates of agency office. Communicate on the Two-way radio with program personnel. Pick up mail from Post Office, and from other departments, open, sort, log in/out mail and documentations for distribution to appropriate personnel and departments. Make copies, fax collect of all documents at request of Administration, field staff and Head Start parent. Compose correspondence letters, memos and minutes. Maintain and assist with agency recordkeeping.

QUALIFICATION REQUIREMENTS:

Minimum Qualification:

A High School Diploma or GED; and one (1) year of general office, public contact or related 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 transcripts, degree, diploma, certificates, permits, etc.)

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment.

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures. Knowledge of computer software, word processing, database, and spreadsheet applications. Skill in maintaining filing and record system. Skill in following written and verbal instruction.

****UNION POSITION**

VETERANS' PREFERENCE APPLIES

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