

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

REQUISITION NO: DSS0912376

Date Posted: 08/30/10

POSITION NO: 238017

Closing Date: 09/13/10

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Division of Social Service - Shiprock Region - Administration

DEPARTMENT NO: 91 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N620A

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

Hours: 8 a.m. - 5 p.m. Temporary:  Duration: \$ 30,950.40 Per Annum

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

**DUTIES AND RESPONSIBILITIES:**

Under the immediate supervision of the Regional Director, assist the Regional Director and Unit Supervisors for the Regional Office, but not limited to the following: Primary master timekeeper, submit when necessary back pays, emergency payroll advance, requesting and working closely with Payroll Department for interim check requests; compose memos on behalf of Region, key contact for Personnel related matters such as PSI, PCQ, JVA, EPAF, PAFs for changes in employee's status, disciplinary action notices and providing justification for all staff who are selected and hired on a permanent or temporary status and work closely with Department of Personnel Management in processing documents in a timely manner. Prepare all documents necessary to conduct interview process and ensure that selections are reviewed and approved by RD.

Interpret policies and procedures, liaison between Regional office, DSS Central Administration, Financials Services, Department of Personnel Management and other NN program. Work closely with Accountant to ensure timely processes of documents pertaining to monthly, quarterly, and annual budgets to ensure that all staff are accounted for performance step increase, general wage adjustments, and change in contract fiscal year beginning/ending. Attend training, conferences, and participate in Community Education activities throughout Shiprock Region. In absence of RD, delegated to handle complaints, concerns, issues, review and sign documents, provide input during representation of the RD. Play a key role in Management Meeting to provide personnel updates, take and finalize meeting minutes, and provide input on the operation and future planning of the Region. Provide customer service to inquiries on any positions advertised within the NN. Perform other duties as assigned by immediate supervisor.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Business Administration or a closely related field. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

**Experience:**

and 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. (Depending on the needs of the Nation some positions may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment)

**Special Knowledge, Skills and Abilities:**

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications. Knowledge of supervisory methods and techniques. Knowledge of budget preparation, monitoring and administration. Skill in preparing a variety of records, reports, and correspondence using appropriate formats. Skill in maintaining complex files and records. Skill in following complex oral and written instructions, policies and procedures. Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters. Skill in conducting research and preparing reports, documents and correspondence. Skill in utilizing computer database to research, maintain, and update records and files. Skill in applying judgment in the release of confidential information. Skill in supervising, evaluation, training, and motivating employees. Skill in establishing and maintaining effective working relationship with others.

**License/Certification Requirements:**

Valid State driver's license; State Driving Record required; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toyey, Ganado, Arizona; State of Residency Criminal History Background Check and Fingerprinting Check required due to nature of job duties in working with children and as a tribal program it is a requirement to comply with existing federal laws: P.L. 101-630 (The Indian Child Protection & Family Violence Prevention Act of 1990); P.L. 101-647 (Crime Control Act, Child care worker - Employee Background Checks of 1990).

**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

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