

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV03721699

DATE POSTED: 09/02/21

POSITION NO: 242639

CLOSING DATE: Open Until Filled

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Nation Veteran Administration-Tuba City, Arizona

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BJ56A

WORK HOURS: 8:00 to 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 22,487.76 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 10.77 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of the Executive Director, the Office Assistant provides the following duties and responsibilities: General office practices such as receive, log and distribute incoming/outgoing mail, type correspondences, answer telephone calls, assist clientele with their inquiries and documentation; review financial assistance document prior to data entry, maintain electronic and hard copies of monthly and quarterly reports; request for Direct Payment for Navajo Veterans assistance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation. (If selected for the position, tribal background checks must be completed prior to employment at the applicants expense.)
- Posses a Valid State Driver's License.

(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:

Prefer fluency in both Navajo and English. Knowledge of basic mathematical applications; Knowledge of organization records management practices and principles which include preparing/maintaining accurate records, reports, and files; Knowledge of public relations/customer service principles, practices and techniques; Basic computer skills and general knowledge of research and development; Skills in effective communication; promote proactiveness, productivity and customer service.

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