

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04718570

DATE POSTED: 09/03/19

POSITION NO: 948912

CLOSING DATE: 09/16/2019 5:00pm

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: Department of Public Safety / Emergency Medical Services / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR56A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 21,320.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 10.25 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Types a variety of materials from rough draft or detailed instructions; perform operations by calculating totals and subtotals, keeps logs, records, and simple bookkeeping ledgers; answers telephone, takes messages, maintain files according to established system; operates standard office equipment, such as Xerox machine, calculator, may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

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.
- 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:

Some knowledge of modern office practices, procedures, and equipment. Ability to type a minimum of 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the Public.

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