

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05821717</u>	DATE POSTED:	<u>09/03/21</u>		
POSITION NO:	<u>243260</u>	CLOSING DATE:	<u>Open Until Filled</u>		
POSITION TITLE:	<u>Office Assistant</u>				
DEPARTMENT NAME / WORKSITE:	<u>DNR/Parks and Recreation Department/Cameron, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BJ56A</u>
WORK HOURS:	<u>8:00 am - 5:00 am</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>22,487.76</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>10.77</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Answer incoming calls and greet visitors; refer calls or visitors to appropriate staff and/or parks; log in all incoming and outgoing mail, distribute to the appropriate staff or department; prepare correspondence, financial documents and forms; maintain files for correspondent, financial documents and daily visitation records; make travel arrangement for administrative staff by making lodging and flight reservation; schedule meeting and location for meeting; responds to requests for park brochures and information pertaining to tribal parks; issue and collect fees for camping/hiking, filming and special uses permits; prepare cash receipts for all fee collected daily for deposit; verifies receipts and various passes for validity dates; prepares reports to verify money collect and all machine transactions using journal and receipt tapes and voided transactions; safeguards funds collected. Obtain quotes for supplies, materials and equipment for tribal parks daily operations; follow up on financial documents for payments with Navajo Financial services; records on completed payments and close out of purchases for financial documents into data base.

Responsible for providing answers to visitors questions concerning the specified park area, recreational opportunities, concession-operated facilities and services, and campground availability; distributes maps, brochures, and other printed materials; provides direction and routes of travel through the area; informs visitors of potential safety hazards; evaluates problems and make recommendations provides customer services in providing appropriate information on tribal parks and operation to the public, visitors and vendors;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or 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.
- Possess a valid state driver's license; Incumbent must obtain a Navajo Nation Vehicle Operator's Permit with 90 days of date of hire.

(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:

Knowledge of basic clerical and office support practices and procedures; compute software, word processing, spreadsheet applications; Skills in preparing a variety of records, reports, and correspondence using compute software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; specials skills and knowledge of the Parks and Recreation and including the operation of Tribal Parks and Recreation areas.

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