

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

REQUISITION NO: OPV03714319  
POSITION NO: 206935  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 09/08/17  
CLOSING DATE: 09/18/17

DEPARTMENT NAME / WORKSITE: Navajo Nation Veterans Administration/Fort Defiance Veterans Agency  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AB58A  
WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,300.00 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 9.76 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Maintains office operations by receiving and distributing communications; Providing outstanding Customer Service in English & Navajo. maintaining supplies and equipment; picking-up and delivering items; serving customers. Following Supervisor direction and performing other assigned duties; collecting and mailing correspondence; copying information.; Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations; Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; Maintains office schedule by picking-up and delivering items; answering questions; forwarding messages; confirming customer requests; keeping customers informed of request status; Updates job knowledge by participating in educational opportunities; Enhances organization reputation by accepting ownership for accomplishing new and different requests; Researching for relevant information; Providing support to Fort Defiance Office and it's affiliates whenever nessesary and through direction of Supervisor. Perform other duties as assigned or directed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of geneal 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.

***(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 applicable policies, practices and procedures related to work assignment. Knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software. Skill in maintaining electronic and/or hard copy filing/records systems; Skill in operating office equipment, including computer programs. Skill in following oral and written instructions. Skill in English composition, grammar, and punctuation. Skill in basic math, cash receipting and accounting principles. Skill in establishing and maintaining effective working relationships. Skill in preparing clear and comprehensive reports.

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