

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03418623
 POSITION NO: 203129
 POSITION TITLE: Office Assistant

DATE POSTED: 09/11/19
 CLOSING DATE: 09/24/2019 5:00pm

DEPARTMENT NAME: Division of Human Resources / Navajo Nation TV & Film / Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR56A</u>	
WORK HOURS: <u>8 a.m. - 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>21,320.00</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION: _____	\$ <u>10.25</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

Under the supervision of the Program Manager I perform duties including but not limited to answering telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

Receives, logs in and distributes general mail; maintain day-to-day operations schedule, calendar and production updates; may prepare and scan documents for email distribution; receives and processes employee and office related forms and/or documents; enters data into database; makes routine calculations and checks information for accuracy; may order, stock and maintain office supplies.

With guidance from management, to create and maintain meeting agendas and minutes; Routinely tasked to assist the Accounts Maintenance Specialist, Production Coordinator and Film Liaison which may include receiving quotes, preparing financial documents, organize timesheets, production assistant, casting calls, equipment set-up, equipment inventory and filing of film permits, obtain FMIS 6B Rollout certification and; performs related work as assigned as they arise.

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:

- Possess a valid state driver's license.
- A favorable background investigation.

(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. Skill in administrative and logistical organization. Skill in preparing a variety of records, reports and correspondence. Skill in the use of personal computers and applicable software applications. Skill in following oral and written instructions. Skill in English composition, grammar and punctuation. Skill in applying judgment in the release of and safeguarding confidential information. Skill in preparing clear and comprehensive reports. Skill in establishing and maintaining effective working relationships.

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