THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02816163 | DATE POSTED: 09/11/18

POSITION NO: 242861 | CLOSING DATE: 09/24/18

POSITION TITLE: **Office Assistant**

DEPARTMENT NAME / WORKSITE: Office of the Controller - Investment Section, Window Rock, Arizona

WORK DAYS: Monday-Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: A156A

WORK HOURS: 8am-5Pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 20,800.00 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | DURATION : | $ 10.00 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Clerical assignments from Investment Manager and Investment Section. Typing correspondence and transcribe minutes for Investment meetings. Proofread documents before they are finalized. Include correcting, spelling and grammar, and ensuring that letter and reports are accurate before sending to Investment Managers and for the Quarterly Investment Reports. Answering phone calls and taking messages for the Investment Section. Opening and logging in mail for the Investment Manager, (Northern Trust Bank, Wells Fargo, Key Bank). Set up files for correspondence. Faxing, copying and scanning investment documents. Schedule meetings for the Navajo Nation Investment Committee Members. Making arrangement for meeting rooms, calling and emailing all Investment Committee Members for attendance. Preparing agenda for meeting and roll call sheet. Prepare Travel Authorization form for the Investment section who are going on travel. Making travel arrangement for hotel and air fare according to travel policies. FSAP/Scholarship project - Advertise Scholarship in the Navajo Times and Gallup Independent for college student majoring in Finance, Accounting, Economics, and Public Administration. Prepare supply requisitions and related documents within established limits and procures, obtains appropriate signatures; monitors, orders and maintain office supplies.

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. Knowledge of computer software, word processing, database and spreadsheet applications. Knowledge of the operation and maintenance of camera equipment related to microfilm storage.
Skill in preparing a variety of records, reports and correspondence.
Skill in the use of personal computers and applicable software applications.
Skill in maintaining filing and records systems.
Skill in following oral and written instructions.
Skill in operating office equipment, including computer programs.
Skill in English composition, grammar and punctuation.

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