

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH06310757</u>	DATE POSTED:	<u>09/14/15</u>		
POSITION NO:	<u>241292</u>	CLOSING DATE:	<u>09/25/15</u>		
POSITION TITLE:	<u>Office Assistant (S)</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/Special Diabetes Project/Window Rock, AZ</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB56A</u>
WORK HOURS:	<u>8 am- 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>20,300.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>9.76</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries judgment in determining the type of information that may be released; provides function of specific information instruction 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 incoming mail; responds to requests for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters into database, making routine calculations and checking information for accuracy; may order, stock, and distribute office supplies.

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.

Preferred Qualifications:

* Proficient in Microsoft Office software or other computer applications.

*College courses in Business or related field.

Special Requirements:

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 basic clerical and office support practices and procedures. Knowledge of computer software, word processing, database and spreadsheet applications. Knowledge of microfiche processing and storage. 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. 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.

<<A favorable background investigation is required>>