

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u> DHR02414358 </u>	DATE POSTED:	<u> 09/14/17 </u>
POSITION NO:	<u> 943854 </u>	CLOSING DATE:	<u> 09/27/17 </u>
POSITION TITLE:	<u> Office Assistant </u>		
DEPARTMENT NAME / WORKSITE:	<u> Navajo Office of Vital Records and Identification / Fort Defiance, Arizona </u>		
WORK DAYS:	<u> Monday-Friday </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u> AB56A </u>
WORK HOURS:	<u> 8:00am-5:00pm </u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u> 20,300.80 </u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : <u> </u> \$ <u> 9.76 </u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Performs moderate data entry tasks, minor research and verification of records, compiling completed work statistics, and provides clerical work under direct supervision. Assist other agency and satellite office program employees and all Vital Statistics Technicians with research and verification, as needed.

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 is required.

(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 database entry tasks and recordkeeping; basic understanding of confidential records policies and handling; and ethics of public relations. Skills communicating in both writing and following oral instructions in English and Navajo; maintaining cooperative working relationships. Ability and understanding and interpreting the Navajo language.

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