

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS07414367

DATE POSTED: 09/14/17

POSITION NO: 944107

CLOSING DATE: 09/27/17

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: Navajo Police Department/ Crownpoint, NM

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: AB62A

WORK HOURS: 8:00am to 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 16.36 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide and/or coordinates administrative/technical office duties; compose public information documents and/or correspondence for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with the applicable rules and regulation; establishes and maintains complex manual and/or automated filing systems; assists in administrative problem solving project planning and development and execution of stated goals and objectives. Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, events, interviews, appointments and/or similar activities, including coordinating travel and lodging arrangements; prepares, transcribes; composes and distributes agendas, meeting materials and/or minutes of meetings. Responsible for the maintenance of employee files by creating folders for all new hires, filing documents related to personnel records, i.e. personnel action forms, employment applications, certificates, performance appraisals, etc. ensuring that all confidential information remains secure and purging all inactive files. Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring in-depth knowledge of work department, programs and operations; provide information to others requiring interpretation of policies and procedures, rules and regulations serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met. Initiates and maintains record of encumbrances and expenditures; takes a lead role in preparation of budget, estimates; reviews, prepares purchase requisitions and payment of invoices; reconciliations; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisal.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a Valid State Driver's license.
- A favorable background 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 office management/administrative support practices and procedures.

Knowledge of policies, practices, procedures and terminology appropriate to assigned function.

Knowledge of basic budgeting procedures and financial recordkeeping.

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Knowledge of supervisory methods and techniques.

Knowledge of budget preparation, monitoring and administration.

Skill in preparing a variety of records, reports, and correspondence using appropriate formats.

Skill in maintaining complex files and records.

Skill in following complex oral and written instructions, policies and procedures.

Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters.

Skill in verbal and written communications.

Skill in conducting research and preparing reports, documents and correspondence.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in applying judgment in the release of confidential information.

Skill in supervising, evaluating, training and motivating employees.

Skill in establishing and maintaining effective working relationships with others

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