

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOT10712515</u>	DATE POSTED: <u>09/19/16</u>	
POSITION NO: <u>242290</u>	CLOSING DATE: <u>09/30/16</u>	
POSITION TITLE: <u>Office Assistant</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo DOT-Department of Roads-Dilkon, AZ</u>		
WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB56A</u>
WORK HOURS: <u>8:00 AM TO 5:00 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:

Under general supervisor, performs a variety of clerical/office support work. Work with road maintenance staff to carry out assigned task, activity and responsibilities of completing road project in a timely manner. Answer telephone, takes message, respond to routine inquiries that require judgment in determining the type of information that maybe released; provide function with specific information, instruction; edit routine correspondence, report, and form; maintain electronic and/or hard copy filing system y setting up files, filing new document, purging and updating. Receive, log in document and distribute to appropriate staff. Make photocopies of document, prepare and transmit facsimiles, processes documents, or forms as instructed. Prepare projects folders, file necessary project document, keep track of all on-going and pending project. Process project or material payment from invoice; delivery quality customer service. Assist Administrative Support staff to carry out Road Department mission to compile all necessary service in editing of financial form for materials, budget, etc. Make contact with tribal department of program, Navajo Nation Chapter, county, state, and general public. Attend section or department meetings. Perform related work as assigned.

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.

Special Requirements:

- Must 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 the function of Navajo Division of Transportation specifically Road Department which includes road improvement maintenance. Knowledge of standard office practices and procedures; manual and automated filling systems; Proficiency in Microsoft Office Software; scanning techniques; skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgment in the release of confidential information.

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