

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70116323

DATE POSTED: 09/28/18

POSITION NO: 945492

CLOSING DATE: OUF

POSITION TITLE: Office Assistant (S)

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / WINDOW ROCK, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AP56A

WORK HOURS: 40 hrs. / week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 22,443.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 10.79 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

The incumbent performs a variety of clerical/office support duties of minima difficulty. The incumbent will be responsible for answering telephones, routing calls, taking messages, greets and refers visitors to the appropriate staff and/or resources. Will be responsible for determining the information to be released, provides minimal technical support and information in reference to the Enrollment, Recruitment, Selection, Eligibility and Attendance content area, the Human Resources content area, and other Navajo Head Start sections. Will receive, log in, and distribute incoming mail. Prepares and transmits program facsimiles; receives, log, reviews and forwards forms to be processed by the respective sections. Enters data into several software and database systems; provides clerical support to all NHS Central Administration personnel, i.e. faxing, filing, sorting, scanning, and copying. Will also order, track and inventory office supplies as needed. The office assistant will work under the direct supervision of the Head Start Superintendent and will perform/complete other tasks and assignments as assigned; including the use of tribal vehicles and POV to deliver and pick up documents from various Navajo departments.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of general office, customer services or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid Driver's License.
- A favorable background check.

*(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 general office practices and procedures related to the Navajo Nation, federal, state, local laws and regulations; knowledge of business and industrial practices, market trend and conditions; knowledge of policies and procedures and methods; knowledge of generally accepted office procedures and equipment, including computers, financial/office application software; Child Plus database software; establishing and maintain effective working relationships with others. Knowledge in all applicable policies and procedures that govern operation of Navajo Head Start; incumbent must abide by program standards of conduct.

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