THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0479312**	DATE POSTED:	**09/29/14**
POSITION NO:	**948912**	CLOSING DATE:	**10/10/14**
POSITION TITLE:	**OFFICE ASSISTANT**		
DEPARTMENT NAME / WORKSITE:	**DPS/Emergency Medical Services/Window Rock, AZ**		

WORK DAYS:	**MON - FRI**	REGULAR FULL TIME:	☑		GRADE/STEP:	Y56A
WORK HOURS:	**8am-5pm**	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Types a variety of materials from rough draft or detailed instructions; performs operations by calculating totals and subtotals, keeps logs, records, and simple bookkeeping ledgers; answers telephone, takes messages, maintain files according to established system; operates standard office equipment, such as Xerox machine, calculator, may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

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

- Must obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(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:

Some knowledge of modern office practices, procedures, and equipment. Ability to type a minimum of 40 wpm, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the public.

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