

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05621919

DATE POSTED: 10/06/21

POSITION NO: 244172

CLOSING DATE: 10/19/2021 by 5pm

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: Division of Social Services - Executive Administration Office/ Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: BQ62A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: 40 \$ 38,836.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 18.60 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the direction of the Division Deputy Director, the Administrative Assistant is responsible for the overall operation of the administrative support of NDSS Executive Administration team. Shall ensures all aspects of office administration are taken care of. Shall oversee the reception area of the Executive Director to ensure visitors feel comfortable and welcomed; conduct research, types and writes reports, correspondence, handles information requests from the NDSS Executive Administration team. Shall assist in scheduling and coordinating Executive team meetings. Shall schedule and organize travel for the NDSS Executive Administration team to include preparation of travel authorization; monitor & track expense report and receipts to ensure consistency with Travel Policies and practices. Analyze and review reports, budgets, correspondence; edit documents and make necessary corrections. Shall assist the NDSS Executive Administration team in submitting reports, budgets, proposals, grant application and other important documents. Shall examine and read reports, data, and information to ensure they are correct and complete. Shall assist in collecting and compiling quarterly reports, data and budget. Shall maintain and organize all electronic filing system for the NDSS Executive Administration office. Shall attend Division, managers, regular and special meetings and be prepared to distribute meeting agenda, meeting material, and prepare meeting minutes. Shall type memos, correspondence, reports and PowerPoint presentations, budget and other documents. Shall maintain records of incoming mail and respond to requests from various Navajo Nation divisions, departments and programs. Shall provide accurate information, respond to unanswered information promptly in accordance with the Division's goals and objectives and policy. Shall provide support, track and research correspondence and financial documents to ensure NDSS Executive Administration team's issues are addressed. Shall work with financial documents to ensure payments are processed for consumer, vendors by the Navajo Tribal government policy and procedures. Shall execute and monitor payments; prepare and monitor Executive Directors overall budget including reconciling of ledgers, accounts, and financial statement; prepare all financial documents, maintain electronic archives system by scanning all financial documents includes travel reimbursement, pay advance, payroll checks, vendor checks. Shall monitor and handle sensitive extensive confidential information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates 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:

- A favorable background investigation.
- Possession of valid state driver's license and must obtain a Navajo Nation Operator's permit within 90 days 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:

Knowledge of the NN Personnel Manual, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor vehicle review board policies and procedures and other appropriate tribal, state, federal regulations required. Strong writing and presentation skills, knowledge of data collection and data analysis. Proficient in Microsoft Office software.

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