

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01420142
POSITION NO: 244465
POSITION TITLE: _____

DATE POSTED: 10/16/20
CLOSING DATE: 10/29/20

Office Assistant

DEPARTMENT NAME / WORKSITE: DED-Administration / St. Michaels, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC56A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>21,756.80</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>10.46</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Perform work under general supervision, perform a variety of clerical/office support work of limited scope and complexity following established guidelines and/or procedures:
Monitor incoming telephone calls and refer to appropriate staff or program; greet incoming clients, business prospectors, visitors and refer to appropriate staff or program; monitor incoming mail and documents for distribution to appropriate staff or program; monitor incoming fax documents for distribution to appropriate staff or program.
Assist in preparation for division sponsored meetings, conference, and summit through development of agenda, presenters confirmation, get quotation, type necessary financial documents; service arrangement of required lodging, refreshments, catering, etc.
Maintain log of all financial document, off-reservation travel for DED staff, and leave request for department managers requiring Division Director's signature have supporting documents before submitting to Division Director or designee for approval.
Maintain monthly usage schedule; completes usage form, apply appropriate fee, type of set-up, arrangement of equipment use, etc.; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- 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 basic clerical and office support practices and procedures.
- Knowledge of computer software, word processing, database and spreadsheet applications.
- Skill in preparing a variety of records, reports and correspondence.
- Skill in the use of personal computers and applicable software applications.
- Skill in maintaining filing and records systems.
- Skill in following oral and written instructions.
- Skill in English composition, grammar and punctuation.
- Skill in applying judgment in the release of and safeguarding confidential information.
- Skill in preparing clear and comprehensive reports.

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