

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0388231

Date Posted: 10/22/13

POSITION NO: 942483

Closing Date: 11/04/13

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: Y56A

Days: Monday-Friday

Permanent:

SALARY: _____

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 19,718.40 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 9.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Clerical duties - typing of correspondence, make travel authorization, and submit for reimbursement claims, complete office supplies/equipment orders, take minutes of meetings and transcribe documents, submit bi-weekly time cards/timesheets; mail run; complete monthly mileage reports, filing, compile PCC forms on a monthly basis and enter PCC into the RPMS computer system. Type all correspondences accurately and on a timely basis, including reports, proposals, RDPs, ICRs, TAs, TRFs, Trip Reports, and any documents as requested from the Community Health Workers. Keeps abreast of certificate/re-certification dates of field staff, First Responder, CPR, First Aide, and Public Health Course. Functions as a public relations advocate, which involves greeting the general public, staff, and other tribal visitors and workers, receiving telephone calls and providing accurate program information as necessary. Maintains programmatic accountability through daily entries in logs, registers and records as necessary. Maintains confidential information on staff and administrative files.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; and one (1) of general office, public contact or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates and other appropriate document must be submitted along with the 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, microfiche processing and storage. Skill in preparing a variety of records, reports, and correspondence using computer software, maintaining filing and records systems. Skill in following oral and written instructions, operating office equipment, including computer programs. Skill in English composition, grammar and punctuation, establishing and maintaining effective working relationships.

License/Certification Requirements:

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, *preferred*.

****Position requires background check and suitability assessment prior to employment.****

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99