THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0574198** | Date Posted: 10/24/11

POSITION NO: 241130 | Closing Date: 11/04/11

CLASS CODE: 1364

POSITION TITLE: **Office Assistant**

DEPARTMENT NAME: NDSS/FORT DEFIANCE CHILD CARE CENTER - CCDF PROGRAM

DEPARTMENT NO: 57 | WORKSITE LOCATION: Ft. Defiance, AZ

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8am - 5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R56A

SALARY:
$ 19,136.00 Per Annum
$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide customer service via telephone calls and direct contact with the public. Organize, establish, and maintain record keeping system for incoming/outgoing correspondence, financial documents, children's records, and staff records. Interact with staff, parents, children, vistors, or outside entities to relay information on policies, procedures, or activities. Compose and type correspondence, monthly reports, and other documents. Receives, sorts, and organizes mail on a daily/weekly basis. Assist parents with enrollment process for child care services; and maintain open communiaction with parent's on their co-payments, children's process, and center activities. Intitiates supply or work order requests to supervisor for approval. Attend programmatic meetings, workshops, trainings, and conferences. Perform other duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED

Experience:

One (1) year of general office, public contact or related experience; or an equivelant combination or education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must possess good organizational skills and ability to handle multiple tasks.

License/Certification Requirements:

Applicant must possess a valid state drivers license and obtain a NN Operators Permit within 90 days of employment. First Aid/CPR, Food Handler's Permit, and successfully pass a background investigation.

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***