

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR1122506

Date Posted: 10/25/10

POSITION NO: 936893

Closing Date: 11/05/10

CLASS CODE: 1260

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT NAME: Division of Human Resources - Administration Office

DEPARTMENT NO: 112 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N62A

Days: Monday - Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8 am- 5pm

Temporary:

Duration: \_\_\_\_\_ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides and coordinates administrative and technical assistance to the Division Director and Administrative Services Officer by preparing correspondences, compiling reports, providing document review for Division Director's signature. Assists in the development of the annual division budget. Prepares procurement documents such as Purchase Requisitions, RDPs, Travel Authorizations, General Claim Forms, SSOs etc. Coordinates meetings/conferences amongst the DHR Departments and Programs; prepares and completes travel arrangements; maintains communication of scheduled performances with Navajo Nation Band members; Maintains personnel records and annual evaluations for DHR Department Directors; assist with development of complex reports for presentation to the Office of the President/Vice-President and Oversight Committee. Maintains front office coverage including, but not limited to incoming phone calls, customers and incoming mail. Must maintain a consistent filing system and mail/call log system and pending/complete assignment log. Acts as a Liaison between the Division Administration Office and the DHR Departments as well as the Office of the President/Vice-President. Individual may be required to travel on an immediate basis and may include after hours and weekends to assure projects are complete.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Associates Degree in Business or Public Administration or closely related field; and

**Experience:**

Five (5) years of Executive Office Administrative and Management experience; minimal Supervisory experience; and/or an equivalent combination of 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:**

Knowledge in Navajo Nation Policies and Procedures, Navajo Nation Procurement Policies, Navajo Nation Budget and Travel Policies; Microsoft Office 2007 Software Applications; Accounting and Spreadsheets; must be able to interpret policies to assure compliance by staff; maintain good communications skills, written and oral; provide adequate customer service. Trained as FMIS user and P-Card user/reconciler.

**License/Certification Requirements:**

*PREFERRED:* State Issued Drivers License, Navajo Nation Drivers Permit (obtain within Introductory period)

**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*