

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03414605

DATE POSTED: 11/02/17

POSITION NO: 203129

CLOSING DATE: 11/16/17

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: DHR/Office of Broadcast Services/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI56A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: 40 hrs/wk \$ 20,800.00 PER ANNUM

SEASONAL: DURATION : \$ 10.00 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources, provides program information and update information on the program website; monitors mail, prepares and makes available day-to-day program related forms and/or documents i.e. quote and invoice request, Request for Direct Payment, Purchase Requisitions, Interdepartmental Charge Requisition, etc.; monitors daily the Servicerequest email traffic and properly annotate the request; prepares and issues Travel Authorizations forms, this will include typing if needed, off reservation travel memorandum(s), coordinate travel, meals and lodging, etc.; Film Office and Production permit, quote and invoice management; received, logs and deposits fee checks to Cashiers Office; Types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating overall records management; monitors and prepares reports for vehicle use log; keeps update to date a list of Personnel license updates such as driving permits, Rosco card, Wells Fargo account past notices, calls client(s) to provide status update and request (s) on permits issuance; takes and transcribe minutes of staff meetings; monitors, orders, restock office supplies; Monitors personnel status and travel board, keeps up to date the project management board with the assistance of the Program Coordinator; prepares meeting coordination and makes necessary arrangements to accommodate the parties' attending; Prepares and walks Personnel Action Forms when needed; have program information liaisons to internal and external client(s); often use tribal vehicle to run errands that meet the overall planning of the program; assist AMS with routine task; assist management with traffic control i.e. property safety and security; key monitor log, key labeling and control; makes routine calculations and checks information for accuracy; coordinate training forms for personnel training; prepares shipping and content for mail distribution.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- Possess a valid state drivers license.
- A favorable background investigation.

(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; Knowledge of basic records management and storage; Knowledge of the operation and maintenance of office equipment related to the program; Skill in the use creating and giving general clerical reports; Skill in English composition, grammar and punctuation; Skill in applying judgement in the release of and safeguarding confidential information; Skill in preparing clear and comprehensive reports; Skill in establishing and maintaining effective working relationships; provide professional insight on day to day operations; provide excellent communication and customer services to program clients; organizational ability, time management, problem solving skills and policy comprehension.

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