

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS15314642</u>	DATE POSTED: <u>11/03/17</u>	
POSITION NO: <u>943462</u>	CLOSING DATE: <u>11/17/17</u>	
POSITION TITLE: <u>Administrative Assistant</u>		
DEPARTMENT NAME / WORKSITE: <u>Department of Family Services/Window Rock, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A162A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>34,881.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>16.77</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under supervision of the Department Manager, performs work of moderate difficulty in providing specialized operational support to human resources activities to the program. Reviews and verifies incoming and outgoing documentation for completeness, accuracy and compliance with established policies and procedures; prepares and posts job vacancy announcements; creates new applicant and position files; responds to inquires regarding status of personnel actions. Follows established policies and procedures in processing and filing various personnel data forms; compiles essential personnel data by program account number and align with the program organization structure for management use. Designated as the contact person to refer program applicants and employees for background check clearances to Department of Public Safety and Office of Background Investigation; uses discretionary judgement when requested to disclose confidential personnel information on applicants and/or employees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's Degree in Business Administration or related field; and three (3) years of human resource experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid 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 the Navajo Nation's human resources policies and procedures.
Knowledge of computer software, word processing, database, and spreadsheet applications.
Skill in preparing a variety of records, reports and correspondence using appropriate formats.
Skill in communication effectively, orally, and in writing.
Skill in applying judgment in the release of confidential information.
Skill in maintaining filing and records systems.
Ability to interpret and analyze informational needs, and provide technical and guidance on human resources actions and processes.
Ability to analyze and resolve problems.

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