THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0288277** Date Posted: **11/04/13**

POSITION NO: **242861** Closing Date: **11/18/13**

CLASS CODE: **1364**

POSITION TITLE: **OFFICE ASSISTANT**

DEPARTMENT NAME: **Office of the Controller - Investment Section**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, Az**

WORKS DAYS/HOURS:
Days: **Monday to Friday**
Hours: **8:00am to 5:00pm**

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

GRADE: **Y56A**
SALARY:
$ **19,718.40** Per Annum
$ **9.48** Per Hour

DUTIES AND RESPONSIBILITIES:
Clerical assignments from Investment Manager and Investment section. Typing correspondence and transcribe minutes for Investment meetings. Proofread documents before they are finalized. Include correcting, spelling and grammar, and ensuring that letter and reports are accurate before sending to Investment Mangers and for the Quarterly Investment Reports. Answering phone calls and taking messages for the Investment Section. Opening and logging in mail for the Investment Manager, (Northern Trust Bank, Wells Fargo, Key Bank). Set up files for correspondence. Faxing and copying investment documents. Schedule meetings for the Navajo Nation Investment Committee Members. Making arrangement for meeting documents. Schedule meetings for the Navajo Nation Investment Committee Members. Making arrangement for meeting rooms, calling and emailing all Investment Committee Members for attendance. Preparing agenda for meeting and roll call sheet. Prepare Travel authorization form for the Investment section who are going on travel. Making travel arrangement for hotel and air fare according to travel policies. FSAP/Scholarship project - Advertise Scholarship in the Navajo Times and Gallup Independent for college student majoring in Finance, Accounting, Economics, and Public Administration. Prepare supply requisitions and related documents within established limits and procedures, obtains appropriate signatures; monitors, orders and maintain office supplies.

Education, Experience and Training:
High School Diploma or GED; and one (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provided the capabilities to perform the described duties.
(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).

Special Knowledge, Skills and Abilities:
Experience and knowledgeable in working with Microsoft software.

License/Certification Requirements:
PREFERRED: A valid state driver's license is required

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***