

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0087164

Date Posted: 11/05/12

POSITION NO: 204839

Closing Date: 11/19/12

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Navajo Election Administration

DEPARTMENT NO: 8 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R56A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs clerical work involving the preparation, submission, and certification of complex administration office forms requiring analysis and collection of source materials. Receives, log in, register all incoming mail, prepare and transmit all facsimiles to appropriate sources. Enter voter registration cards into computer data base and check to make sure all information is correct and accurate. Must be familiar with policies, procedures, terminology and various applicable Navajo Nation election laws. Explain laws, policies, or procedures in both English and Navajo language. Maintain simple office procedures with little or no supervision relative to filing, time sheets, facsimile, electronic mailing, and office supplies. May collect filing fees; attend board, chapter, district, agency and other meetings as required. May compose, type and forward routine correspondence and memoranda. Perform other tasks or incidentals as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year of general office, public contact or related experience; 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, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of basic clerical and office support practices and procedures. Knowledge of computer software, work processing, database, spreadsheet applications. Knowledge in operation of digital camera. Knowledge in basic accounting principles, skill in following oral and written instructions. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, ***preferred***.

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