THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0574279** | Date Posted: 11/07/11

POSITION NO: 240672 | Closing Date: 11/21/11

CLASS CODE: 1364

POSITION TITLE: **Office Assistant**

DEPARTMENT NAME: Division of Social Services - CCDF Chinle Region

DEPARTMENT NO: 57 | WORKSITE LOCATION: Rock Point, Arizona

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 7:00 am - 6:00 pm

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

GRADE: R56A

SALARY:
$ 19,136.00 Per Annum
$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Screen telephone calls, routes call, and takes messages, greets and direct visitors as appropriate; Responds to routine questions from the public; directs people to appropriate sources referrals; provides public with specifics such as program information; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Arranges meetings, prepares agenda, transcribes minutes of meetings, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department;

Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, supply requisitions and related documents within established limits and procedures. Monitors, orders and maintains office supplies, inventory and equipment.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED

Experience:

One year of general office, public contact or related experience; or a 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:

Must possess good office ettiquette.

License/Certification Requirements:

Must possess a valid state drivers license and obtain a NN Tribal Permit within 90 days of employment. Fingerprinting, Criminal Background Check, Food Handler's Permit, First Aid and CPR certificates.

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***