# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

| | | | |
|---|---|---|---|
| REQUISITION NO: | **OPV03712819** | DATE POSTED: | **11/14/16** |
| POSITION NO: | **243880** | CLOSING DATE: | **11/29/16** |
| POSITION TITLE: | **Office Assistant (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **OPVP/Navajo Nation Veterans Administration/Fort Defiance, AZ** | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| WORK DAYS: | M-F | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB56A |
| WORK HOURS: | 8 am - 5 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 20,300.80 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 9.76 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers. Following Supervisor direction and performing other assigned duties. Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.; Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations; Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund; Maintains office schedule by picking-up and delivering items using automobile; Serves customers by backing-up other employees; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status; Updates job knowledge by participating in educational opportunities; Enhances organization reputation by accepting ownership for accomplishing new and different requests; Researching for relevant information; Providing support to the Administration office and it affiliates whenever necessary and through direction of Supervisor. Perform other duties as assigned or directed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- A favorable background investigation is required.
- Possess a valid state 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 applicable policies, practices and procedures related to work assignment. Knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software. Skill in maintaining electronic and/or hard copy filing/records systems; Skill in operating office equipment, including computer programs. Skill in following oral and written instructions. Skill in English composition, grammar, and punctuation. Skill in basic math, cash receipting and accounting principles. Skill in establishing and maintaining effective working relationships. Skill in preparing clear and comprehensive reports. Strong organizational and planning skills. Excellent communication and interpersonal skills. Strong client/customer service aptitude required, in addition to documentation knowledge (forms and supporting entity documents). Strong knowledge of ability to analyze account documentation issues. Ability to adapt to a rapidly changing business and technology environment and to utilize the tools which are currently available to service clients efficiently.

***<<A favorable background investigation is required>>***

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