

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DPS04722212</u>	DATE POSTED:	<u>11/18/21</u>		
POSITION NO:	<u>244420</u>	CLOSING DATE:	<u>12/03/2021 by 5pm</u>		
POSITION TITLE:	<u>Administrative Assistant (Temporary)</u>				
DEPARTMENT NAME / WORKSITE:	<u>NDPS/EMERGENCY MEDICAL SERVICE/WINDOW ROCK, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>BQ62A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>38,836.80</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>18.60</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/>	<u>(1) year</u>	

DUTIES AND RESPONSIBILITIES:

Provides and/or coordinates administrative and technical office duties. Composes financial training cost analysis documents for management and supervisor's review. Prepares reports, reviews and checks documents and records for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and assists the work of clerical office training staff; assists with administrative problem solving, projects, planning and development within the training goals and objectives. Serves as technical support to the EMT Instructor staff by researching and compiling information, preparing documents, schedules and coordinates meetings, events, interviews, appointments, travel, lodging arrangements, prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; answers telephones, review and control of incoming and outgoing correspondences. Serves as a liaison between the administration and operation clerical staff, initiates and maintains records of encumbrances and expenditures; assists in preparation of budget estimates and must know some medical terminology to understand training profiles.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation
- 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 in Office Management and Administrative support procedures and practices.
- Knowledge of policies, procedures, and terminology appropriate to assigned function.
- Knowledge of basic budgeting procedures and financial recordkeeping.
- Knowledge of a variety of computer software including word processing, database and spreadsheet applications.
- Knowledge of budget preparation, monitoring and administration.
- Skill in preparing a variety of records, reports, correspondence using appropriate formats, maintaining complex files and records.
- Skill in operating variety of office equipment, computers, telephones, calculators, scanners, audio visual aids and facsimiles.
- Skill in verbal and written communications, research, preparing reports, update records and files, good working relationships with others.

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