

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0444348

Date Posted: 11/21/11

POSITION NO: 941303

Closing Date: 12/06/11

CLASS CODE: 3764

POSITION TITLE: CASE ASSISTANT

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Will provide general secretarial responsibilities in the areas of typing, filing, recordkeeping of financial expenditures, and scheduling appointments. Will maintain fiscal accountability in all financial management client service expenditures. Will provide on-going support to designated Counselor(s) in all aspects of referrals, intakes, client application and required forms, and composing of basic correspondence pertaining to clients, etc. Assist in keeping case files updated (i.e. progress notes, record development, processes documents for payment to vendors and coordinates with service providers, etc.). Transports consumers for evaluations, training and/or employment, as necessary both on and off the reservation. Will conduct public relation (PR) activities on behalf of OSERS to local, tribal, state and other service providers or organizations. Completes other duties as assigned such as maintaining client/counselor appointment book.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

PREFERRED: AA degree in Human Services, Social Services, Counseling, etc.

Experience:

two (2) years office or clerical 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, diploma, etc.)**

PREFERRED: 3 years of secretarial experience.

Special Knowledge, Skills and Abilities:

Ability to demonstrate possession of the required typing skills. Ability to type 55 words per minute.

Ability to communicate effectively in English and in the Navajo language.

Ability to work effectively with people with disabilities and to transport clients to facilities on and off the reservation.

Considerable knowledge of business English, spelling, knowledge of modern office practices.

License/Certification Requirements:

PREFERRED: Valid State Driver's License, and acquire a Navajo Nation Vehicle Operator's Permit within thirty (30) days of employment.

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