

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0574304

Date Posted: 11/21/11

POSITION NO: 241147

Closing Date: 12/06/11

CLASS CODE: 1364

POSITION TITLE: Office Assistant

DEPARTMENT NAME: DSS/Child Care Development Fund Program

DEPARTMENT NO: 57 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision, performs office work that are simple, routine and repetitive which are of limited scope and complexity; performs related work as assigned.

Performs repetitive tasks that are clear, detailed, and accompanied by specified instruction; answers telephone and routes calls, takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquires; types routine correspondences, reports, labels, and forms, files correspondence, reports and other documents alphabetically, numerically or by other prescribed method.

Receives, logs in and distributes incoming mail; makes photocopies; may prepare and transmit facsimiles; processes documents or forms according to instructions; completes or enters data, making routine calculations and checking information for accuracy; may order, stock and distribute office supplies; may run various routine errands.

SPECIAL KNOWLEDGE, ABILITIES:

Knowledge of office telephone etiquette; skill in reading, spelling, simple arithmetic, basic filing, record keeping, operation of variety of machines including personal computer, telephones, and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the public.

EDUCATION:

Graduation from high school or GED; *(to receive full credit for education & training applicant must submit copies of transcripts, degrees and current certificates, etc.)*

MINIMUM QUALIFICATION:

One (1) year of general office, public contact or related experience; or an equivalent combinatino of education, training and experience which provides the capabilities to perform the described duties.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in a typical office environment.

License/Certification Requirements:

Must possess a Valid driver's license and obtain a NN Operators Permit within 90 days of employment; no DUI in the last 3 years (tribal or state); original State Driving Record required at applicant's own expense; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toney, Ganado, AZ, at applicant's own expense; Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers' Permit; CPR certificate; First Aide certificate

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