THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR00912898**	DATE POSTED:	11/23/16
POSITION NO:	207786	CLOSING DATE:	12/08/16
POSITION TITLE:	**ADMINISTRATIVE ASSISTANT**		
DEPARTMENT NAME / WORKSITE:	Office of Navajo Labor Relations / Window Rock, Arizona		

WORK DAYS:	Monday thru Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Program Manager. Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activates, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquires of visitors, reviews and control of incoming and outgoing correspondence and follow up on operational commitments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field and four (4) years responsible office administration and management experience.

Special Requirements:

- A favorable background investigation is required.

(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:

Must speak, interpret and translate Navajo language fluently. Knowledge of Navajo Preference in Employment Act, Affirmative Action, Healthy Start Act Regulations, and Navajo Nation's Judicial, Legislative and Executive Personnel Policies and Procedures. Skill and knowledge of records/filing management and archiving retention of confidential records. Proficiency in Microsoft Office Software or other computer applications.

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