THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0098550**	DATE POSTED:	**03/14/14**
POSITION NO:	201185	CLOSING DATE:	**03/27/14**
POSITION TITLE:	**Office Assistant**		
DEPARTMENT NAME / WORKSITE:	**DHR/Office of Navajo Labor Relations, Window Rock, AZ**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑	GRADE/STEP:	Y56A
WORK HOURS:	8am - 5pm	PART TIME:	☐ NO. OF HRS./WK.:	$ $19,718.40	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITI

Clerical assignments from Investment Manager and Investment Section. Typing correspondence and transcribe minutes for Investment meetings. Proofread documents before they are finalized. Include correcting, spelling and grammar, and ensuring that letter and reports are accurate before sending to Investment Managers and for the Quarterly Investment Reports. Answering phone calls and taking messages for the Investment section. Opening and logging in mail for the Investment Manager, Northern Trust Bank, Wells Fargo, Key Bank. Set up files for correspondence. Fax and copying documents. Schedule meetings for the Navajo Nation Investment Committee Members. Making arrangement for meeting documents. Schedule meetings for the Navajo Nation Investment Committee Members. Making arrangement for meeting rooms, calling and emailing all Investment Committee Members for attendance. Preparing agenda for meeting and roll call sheet.
Prepare travel authorization form for the Investment Section who are going on travel. Making travel arrangement for hotel and air fare according to travel policies. FSAP/Scholarship project - Advertise Scholarship in the Navajo Times and Gallup Independent for college student majoring in Finance, Accounting, Economics, and Public Administration. Prepare supply requisitions and related documents within established limits and procedures, obtains appropriate signatures; monitors, orders and maintains office supplies.

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.

Preferred Qualifications:

Proficiency in the use of personal computers and college courses in Business or related field.

Special Requirements:

A valid state driver's license and within 90 days of date of hire may be required to obtain a Navajo Nation Vehicle Operator's Permit.

(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 NPEA, Affirmative Action, NNPPM and Healthy Start Act Regulations. Applicant must possess one computer skills. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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