# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577276** Date Posted: **12/03/12**
POSITION NO: **934873** Closing Date: **12/14/12**
CLASS CODE: **1364**
POSITION TITLE: **OFFICE ASSISTANT**
DEPARTMENT NAME: **Division of Social Services - CCDF Chinle Region**
DEPARTMENT NO: **57** WORKSITE LOCATION: **Many Farms, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R56A**
Days: **Monday - Friday** Permanent: ☑ SALARY:
Hours: **7:00 am - 6:00 pm** Temporary: ☐ Duration: $ **19,136.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **9.20** Per Hour

**DUTIES AND RESPONSIBILITIES:**
Screens and routes telephone calls, and takes messages; greets and direct visitors as appropriate; responds to questions appropriately relating to child care services; receives and response to referrals for child care services; assist families to enroll children for child care services by assuring all required documents are current and properly signed; maintain record of all services including children and staff attendance, record of purchases including services, operating supplies, food to provide meals to children, janitorial and office supplies to maintain health and safety environment; maintain inventory of supplies and equipment's; record of direct services and cost, example children time in and out record for attendance record and billing the parents of their child care fee; receiving parent fee payments and deposits per procedures for account receivable at the cashiers office; employee time cards to complete payroll timesheets, order supplies in accordance to purchasing procedures. example; obtain 3 quotation, complete purchase requisitions and receiving reports; complete required documents for fingerprinting and background check, provides public awareness with information such as eligibility for child care assistance and services; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Arranges meetings and travels, prepares agenda, transcribes meetings minutes, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department; prepare file folders; prepare job vacancy announcements, and conduct follow ups for proper processing.

Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, supply requisitions and related documents within established limits and procedures. Monitors, orders and maintains office supplies, inventory and equipment; formatting forms

**QUALIFICATION REQUIREMENTS:**
**Education and Training:**
High School Diploma or GED; and
***PREFERRED:*** Recommended to have training in computer, office procedures, and basic accounting.
**Experience:**
One (1) year of general office, public contact or related 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.)***

**Special Knowledge, Skills and Abilities:**
Must have good customer services, ability to communicate in Navajo and English language, public speaking is recommended, basic knowledge of accounting principles and information, good office/telephone equate, computer literate; basic knowledge of the Navajo nation forms and process, basic knowledge of the principles in writing and or formatting letter styles relating to the situation. Good office/telephone equate, computer literate.
**License/Certification Requirements:**
***PREFERRED:*** Federal Background Check Report and the Navajo Nation Background Report, Updated Food handler card, First Aid and CPR certificate, Fire Safety Training.

***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***