

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR0174380
POSITION NO: 242442
CLASS CODE: 1364

Date Posted: 12/12/11
Closing Date: 12/23/11

POSITION TITLE: Office Assistant

DEPARTMENT NAME: Division of Human Resources/ Department of Retirement Services

DEPARTMENT NO: 17 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Monday-Friday Permanent: SALARY:

Hours: 8 am - 5 pm Temporary: Duration: \$ \$19,136.00 Per Annum

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

DUTIES AND RESPONSIBILITIES:

The primary duties and responsibility is to assist the Retirement Officer and to provide update on participants' personnel census data to insure a complete up-to-date data bank for the actuarial valuation (annual) of the Navajo Nation retirement funding level. Update Continue Service Records (CSR) on a daily basis to meet the request demand by active and inactive employees and at times assist with updating Pension Calculations; Research all employee's employment dates within the Navajo Nation Government; Assist to help determine retirement eligibility; Provide Income Verifications for outside agencies, as requested by retirees; Assist Retirement Officer with clients on retirement benefits; Maintain filing system; Maintain Confidentiality to all incoming and outgoing documents; To assist with the front office, when necessary; To assist in the preparation of materials for presentations and training purposes; Other duties including, assisting clients with their benefit calculations, and answering questions regarding the Navajo Nation Defined Benefit Plan; Other duties as assigned by the supervisor (Plan Administrator).

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

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

Special Knowledge, Skills and Abilities:

The ability to use the Microsoft Word to research and input information; Knowledgeable in Microsoft Word, Excel, Power Point; ability to use the NN Human Resource Information System, Financial Resource Information System software to retrieve information pertinent to compile personnel census data; ability to use Alchemy the DPM-HR Document Retrieval System.

License/Certification Requirements:

Must possess a Valid State Driver's License and obtain a Navajo Nation Operators Permit within 90days 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