THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0284379** Date Posted: **12/12/11**

POSITION NO: **212887** Closing Date: **12/23/11**

CLASS CODE: **1367**

POSITION TITLE: **OFFICE AIDE**

DEPARTMENT NAME: **Office of the Controller/Payroll Office**

DEPARTMENT NO: **28** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday-Friday**

Hours: **8am-5pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R54A**

SALARY:

$ **16,120.00** Per Annum

$ **7.75** Per Hour

DUTIES AND RESPONSIBILITIES:

Perform the duties of a receptionist. Work closely with the Office Assistant. Date stamp, sort & distribute mail on a daily basis. Type document, filing of documents, and fax documents. Greet & direct visitors to the appropriate personnel and/or office. Respond to request for general information. Will be assigned to input data on the direct deposit, and union dues. Will assist the Payroll staff if there is a need. Keep confidential information within the Payroll Office. Provide courtesy & friendly customer services. Be able to perform work under pressure, and work overtime if necessary.

QUALIFICATION REQUIREMENTS:

Education and Training & Experience:

PREFERRED: High School Diploma. Vocational training with certificate(s) for completion in clerical field. Combination of education, training and payroll related experience in which the incumbent will be able to perform the describe job duties and responsibilities. 2 to 3 years experience in office work environment. Must have computer and communication skills. Have the ability to navigate the menus and/or screens of a computer for data entries and researching for information.

Special Knowledge, Skills and Abilities:

PREFERRED: Knowledge in the use of the computer software for Microsoft Office Word, Microsoft Office Excel, Microsoft Office Outlook, and Microsoft Office PowerPoint presentation. Knowledge of the JD Edward Enterprise One Human Resource System. Possess phone skills and ability to work with the general public. Be able to operate modern business machines: 10 key calculator, Xerox machine, scan, typewriter, shredder, etc. Able to work under pressure. Skills in following oral and written instructions. Must be dependable and a fast learner of the JDEdwards Human Resource Information System and Payroll Module system.

License/Certification Requirements:

Required to be certify to have access to the Human Resource Information System and Payroll Module. Training will be provided and will be required to pass all applicable tests.

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***