

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0478349

DATE POSTED: 12/16/13

POSITION NO: 241994

CLOSING DATE: 12/30/13

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME / WORKSITE: EMERGENCY MEDICAL SERVICE - TORREON, NEW MEXICO

WORK DAYS: MON - FRI REGULAR FULL TIME: GRADE/STEP: Y56A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: 40 \$ 19,718.40 PER ANNUM

SEASONAL: Duration: \$ 9.48 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Types a variety of materials from rough draft or detailed instructions; performs operations by calculating totals and subtotals; keeps logs, records, and simple bookkeeping ledgers; answers telephone, takes messages, maintains files according to established system; operates standard office equipment, such as xerox machine, calculator; may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A High School Diploma or GED. One year of general office work, public contact or related experience; or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

(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:

Some knowledge of modern office practices, procedures, and equipment. Ability to type a minimum of 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative

Special Requirements:

PREFERRED: Valid state vehicle operator license. Within ninety (90) days of employment must obtain a Cardiopulmonary Resuscitation (CPR) First Aid card; Navajo Nation Vehicle Operators Permit.

VETERANS PREFERENCE APPLIES

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