THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0122717** | Date Posted: **12/20/10**

POSITION NO: 154836 | Closing Date: **01/04/11**

CLASS CODE: 1260

POSITION TITLE: **Administrative Assistant**

DEPARTMENT NAME: **Division of Natural Resources/ Minerals Department**

DEPARTMENT NO: 12 | WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N620A

SALARY:
$ 30,950.40 Per Annum
$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:
The incumbent will perform overall support functions for the management staff of the Minerals Department. Such functions will include coordinating activities necessary for daily tasks of the management staff. Incumbent will be responsible for ensuring that the department coordinates its duties and responsibilities with the Division of Natural Resources, Resources Committee, Budget and Finance Committee, Navajo Nation Council, Office of the President and Vice-President, as well as other Departments and Divisions of the Navajo Nation government. Additionally, the incumbent will perform similar functions with Federal agencies including the Bureau of Land Management, Bureau of Indian Affairs, Office of Natural Revenue Resources, Office of Surface Mining; as well as other state government offices. Specifically, daily functions will comprise of maintaining: 1) complete schedules for the management staff; 2) accountability of department timesheet; 3) processing of Signature Authorization Sheets; 4) typing, compiling, and finalizing correspondence, presentations, and reports for management staff; 5) overall development of budget estimates and recordkeeping of department budgets and expenditures; 6) providing supervision of Department's Office Specialist staff; and 7) schedules and appointment records of the management staff including business travel arrangements.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associates degree in Business or related field and

Experience:
five (5) years of office administration and management 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 be proficient in Microsoft Office software products and demostrate effective oral and writing communication skills.

License/Certification Requirements:
Valid State Driver's license.

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***