

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DPS07111241</u>	DATE POSTED:	<u>12/28/15</u>
POSITION NO:	<u>944272</u>	CLOSING DATE:	<u>01/11/16</u>
POSITION TITLE:	<u>Office Assistant</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Division of Public Safety/ Navajo Police Department/ Tuba City, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 a.m.-5:00 p.m</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB56A</u>
		\$	<u>20,300.80</u> PER ANNUM
		\$	<u>9.76</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Requires minimal travel to and Headquarters to deliver/recieve inter-departmental mail, timesheets, and payroll.

Receives, logs in and distributes incoming mail; responds to requests for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database; makes routine calculations and checks information for accuracy; may order, stock and distribute office supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of general office, customer service or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business or related field.

Special Requirements:

- Possess a valid state driver's license.

(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:

Knowledge of basic clerical and office support practices and procedures.
Knowledge of computer software, word processing, database and spreadsheet applications.
Knowledge of microfiche processing and storage.
Knowledge of the operation and maintenance of camera equipment related to microfilm storage.
Skill in preparing a variety of records, reports and correspondence.
Skill in the use of personal computers and applicable software applications.
Skill in maintaining filing and records systems.

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