

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05722496
 POSITION NO: 947849
 POSITION TITLE: Office Assistant

DATE POSTED: 12/28/21
 CLOSING DATE: 01/19/2022 by 5pm

DEPARTMENT NAME / WORKSITE: NDSS/Dept. of Child Care & Development - Shiprock Regional Child Care Ctrs/Two Grey Hills, NM

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Office Assistant will assist the Two Grey Hills Child Care Center staff and Site Lead with an array of clerical and general receptionist work. **General receptionist duties:** answer incoming calls and forward to appropriate staff or take messages. Greet visitors/vendors and answers questions or escorts vendors to appropriate office and maintain visitor sign-in logs. Maintain accurate account for log-in/log-out logs for children being dropped off and picked-up for daily child care services. Respond to visitor questions regarding child care services or direct visitors to appropriate office. Maintain the front-desk, copy room, and lobby area. **Clerical duties:** Create/maintain log of incoming and outgoing mail, including distribution of mail. Travel to DCCD Administration and Shiprock Regional CCC - Administration offices to relay mail or pick up supplies. Assist with receiving of supply delivery for child care center. Create and maintain child care center files, scan documents; ensure copier and fax machines are stocked with paper and cartridges are adequate; develop and create brochures and flyers, create and print materials, assist center staff with making posters and signs. As needed, coordinate meetings, take meeting minutes and develop agendas. Maintain and update annual inventory of supplies and center equipment/furniture for reporting to DCCD - Accounting/Property Section. Contact vendors for quotes for supply orders. Process and prepare quotes into Financial Management Information System (FMIS) for purchase order issuance. Assist the Site Lead with drafting/typing correspondences, reports and meeting minutes and agendas. Assist with the coordination of interviews of applicants for vacant positions. Assist Site Lead with printing and maintaining center staff's annual performance evaluations. Maintain record management practice for personnel records. Assist the Site Lead in notifying employee of change in policies and provided documents. Prepare bi-weekly time sheets for center staff and ensure time are properly accounted for, including annual and sick leaves and forward to SR-CCC/Administration office for submission to master timekeeper. Pick-up staff's bi-weekly payroll statements from SR-CCC/Administration office and distribute to staff. Attends work related meetings, conferences/workshops and trainings. Maintain parent/guardian child care accounts by coordinating with Site Lead and Shiprock Regional Child Care Center regarding outstanding balances of child care co-payments. Collect co-payments from parents/guardians and record/distribute receipts. Ensure payments received are properly recorded and secured. Maintain general ledger of co-payments received from parents/guardians and reconcile account each month. Ensure receipts, documents, letters and memos are correctly written and saved in parent/guardian child care account records. Provide billing information to parents/guardians.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- Complete and receive a favorable background investigation.
- Possess a valid state driver's license
- Within 90 Days of Employment obtain Food Handler's Permit, 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator's Permit.

(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:

Knowledgeable of basic clerical and office support practices and procedures. Knowledgeable of computer software, word processing, database and spreadsheet applications. Knowledgeable of microfiche processing and storage. Knowledgeable of the operation and maintenance of camera equipment related to microfilm storage. Skilled in preparing a variety of records, reports and correspondence. Skilled in the use of personal computers and applicable software applications. Skilled in maintaining filing and records systems. Skilled in following oral and written instructions. Skilled in operating office equipment, including computer programs. Skilled in English composition, grammar and punctuation. Skilled in applying judgment in the release of and safeguarding confidential information. Skilled in preparing clear and comprehensive reports. Skilled in establishing and maintaining effective working relationships. Willing and able to use the Financial Management Information Systems (FMIS) and able to communicate in both fluently in English and Navajo.

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