THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DHR0378380	**DATE POSTED:**	12/30/13
POSITION NO:	242446	**CLOSING DATE:**	01/13/14
POSITION TITLE:	OFFICE ASSISTANT		
DEPARTMENT NAME / WORKSITE:	Department of Navajo Veterans Affairs - Chinle, AZ		

WORK DAYS:	Monday - Friday	**REGULAR FULL TIME:**	☑		**GRADE/STEP:**	Y56A
WORK HOURS:	8:00am - 5:00pm	**PART TIME:**	☐	**NO. OF HRS./WK.:** 40	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	**Duration:**	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of the Veterans Service Officer (VSO), the Office Assistant provides the following duties and responsibilities; General office practices such as receive, log and distribute incoming/outgoing mail, type correspondences, answer telephone calls, assist clientele with their inquiries and documentation; review financial assistance document prior to data entry, maintain electronic and hard copies of monthly and quarterly reports; Attends Veterans Organization meeting to provide information and updates, when needed exchange information; Attend training in the area of providing quality homes. Be an assistant to the Senior Office Specialist and Housing Project Manager in compiling and reviewing housing applications for housing assistance; Notify Veterans about the status of their application; Set up database on all housing applicants, projects and a filing system to be in compliance with records management policy and procedures; Monitor current housing projects by posting the progress reports; provide technical assistance to Senior Carpenter in typing material listing for floor plans and creating other housing forms and certificates of completions.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; and one (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

PREFERRED: Three (3) years of general office experience, or equivalent of training and work experience that indicates the capabilities to perform duties and responsibilities proficiently. College courses preferred.

(In order 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 Navajo Nation Personnel Policies Manual; Knowledge of basic business math; Knowledge of organizational records management practices and principles which include preparing/maintaining accurate records, reports, and files; Knowledge of public relations/customer service principles, practices and techniques; Basic computer skills and knowledge of research and development; Skills in establishing cooperative work relationships with Navajo Nation employees and Clients; promote proactiveness, productivity and effective communication.

License/Certification Requirements:

PREFERRED: Must possess a valid state driver's license and, within 90 days of employment, obtain a Navajo Nation Vehicle Operator's Permit. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

VETERANS' PREFERENCE APPLIES

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