THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711335	DATE POSTED:	01/19/16
POSITION NO:	934873	CLOSING DATE:	02/01/16
POSITION TITLE:	Office Assistant		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Many Farms, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	8:00a - 5:00p	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Screens and routes telephone calls, and takes messages; greets and direct visitors as appropriate; responds to questions appropriately relating to child care services; receives and response to referrals for child care services; assist families to enroll children for child care services by assuring all required documents are current and properly signed; maintain record of all services including children and staff attendance, record of purchases including services, operating supplies, food expense and meal count, janitorial and office supplies to maintain health and safety environment; assists in the billing of child care fees; receiving parent fee payments and deposits per procedures for account receivable at the cashiers office; completing purchase requisitions and receiving reports; provides public awareness with information such as eligibility for child care assistance and services; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Arranges meetings and travels, prepares agenda, transcribes minutes of meetings, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department; prepare file folders and conduct follow ups for proper processing.

Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, supply requisitions and related documents within established limits and procedures. Monitors, orders and maintains office supplies, inventory and equipment.

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 and other computer applications.
- College courses in Business or related field.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.
- Incumbent must obtain an Adult/Pediatric or Standard & Pediatrics First Aid Certificate; a Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit, and additional CCDF Health and Safety Requirements within 90 days of date of hire

(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:

Must have good customer services, ability to communicate in Navajo and English language, public speaking is recommended, basic knowledge of accounting principles and information, good office/telephone etiquette, computer literate; basic knowledge of the Navajo nation forms and process, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Basic filing, record keeping, operation of variety of machines including personal computer, telephones, projectors, fax machine, and copiers. Skill in applying judgement in the release of and safeguarding confidential information; Skill in preparing clear and comprehensive reports; Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

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