

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00311299

DATE POSTED: 01/19/16

POSITION NO: 243697

CLOSING DATE: 02/01/16

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: LB/Office of Legislative Services, Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB56A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.76 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Office Assistant Responsibilities: Under general supervision of the Administrative Services Officer, the Office Assistant will perform basic secretarial and administrative tasks. Tasks include, but are not limited to, answering telephone calls, transferring telephone calls, taking messages, and relaying messages to the appropriate individuals. The Office Assistant shall have exceptional verbal and written communication skills to ensure excellent customer service is provided to individuals of the three branch government, businesses, and the general public. The Office Assistant shall use the best judgement when releasing information pertaining to legislations and/or resolutions; make photocopies; receive and distribute mail; enter data into databases.

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:

- A favorable background investigation.
- Must 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:

Basic knowledge of the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; basic knowledge of Navajo Nation Law, policy and procedures, and rules and regulations; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Excellent skills in communicating orally and in writing in a professional manner; applying judgement in the release of confidential information.

<<A favorable background investigation is required>>

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