

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0727440  
POSITION NO: 240031  
CLASS CODE: 1260

Date Posted: 01/28/13  
Closing Date: 02/08/13

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R62A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 40 hrs.

Temporary:

Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Will be assigned to and work directly for the departments personnel section. Will serve as Master Timekeeper for department by contacting and working with all DBHS sites; will receive, create, monitor and track all backpay, holiday pay and overtime payment forms with Payroll Office. Will review all incoming Personnel Action Forms and ensure accuracy of information and documentation, including tracking and monitoring until processed. Maintain staff listings and update/revise when needed.

Prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving; project planning and development and execution of stated goals and objectives.

Provides technical assistance to professional and administrative staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to personnel related work activities; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting with resolving problems and inquiries from field staff, review and control of incoming and outgoing correspondence.

Assists with providing information to field sites requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Business or related field; and

***\*To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.\****

**Experience:**

five (5) years responsible office administration and management experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of office management/administrative support practices and procedures; knowledge of policies, practices, procedures and terminology appropriate to assigned function; knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence using appropriate formats; skill in maintaining complex files and records; skill in following complex oral and written instructions, policies and procedures; skill in operating a variety of office equipment, including computers, telephones, calculators, Xerox machines, fax machines and typewriters; skill in conducting research and preparing reports, documents and correspondence; skill in utilizing computer databases to research, maintain and update records and files; skill in applying judgment in the release of confidential information; skill in supervising, evaluating, training and motivating employees; skill in establishing and maintaining effective working relationships with others.

**License/Certification Requirements:**

Must have valid state driver's license and Navajo Nation Vehicle Operator's Permit.

**\*\*Will be subject to a Fingerprint Clearance and Background Check\*\***

Veteran's Preference Applies

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

REVISED: 01/15/99