

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

REQUISITION NO: DNR0582973

Date Posted: 03/14/11

POSITION NO: 203881

Closing Date: 03/25/11

CLASS CODE: 1367

POSITION TITLE: Office Aide - Temporary (2 Positions)

DEPARTMENT NAME: DNR/Navajo Parks and Recreation Department - Monument Valley Tribal Park

DEPARTMENT NO: 58 WORKSITE LOCATION: Monument Valley, Utah

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N540A

Days: Varies

Permanent:

SALARY:

Hours: Varies

Temporary:

Duration: \_\_\_\_\_ \$ 15,558.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 7.48 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Answers telephone, routes calls, take messages; greets and refers visitors to appropriate staff/resources; work with the Monument Valley Tribal Park, Park Manager, and other outside entities and businesses; responds to routine inquiries that refer to information on the Monument Valley Tribal Park, provides specific information on various events for the park, Provides customer services in providing appropriate information on Monument Valley Tribal Park and other tribal park areas.

**QUALIFICATION REQUIREMENTS:**

High School Diploma or GED. *(to receive full credit for education applicant must submit copies of transcripts, degrees, certificates, etc.)*

**Experience:**

General office, public contact or related experience; or an equivalent combination of education, training and experience preferred but not required.

**Special Knowledge, Skills and Abilities:**

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the operation of Parks and Recreation Tribal Parks and Recreation areas.

**VETERANS PREFERENCE APPLIES**

**License/Certification Requirements:**

Valid State Driver's License, preferred and Navajo Nation Driver's Permit.

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

*Revised: 1-15-99*