

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0098550

DATE POSTED: 03/14/14

POSITION NO: 201185

CLOSING DATE: 03/27/14

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: DHR/Office of Navajo Labor Relations, Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: Y56A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ \$19,718.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.48 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES

Under the immediate supervision of the Program Manager. Office Assistant provides assistant to general public with information regarding ONLR's program services and assist the ONLR Staff with typing reports and correspondences/memorandums. Office Assistant duties and responsibilities will consist of receiving, logging and distributing incoming/outgoing office mail/correspondences; telephones etiquettes requirements are answering, transferring and delivering telephone calls/messages with professional courtesy and tactfulness; prepare documentations; electronically and hard copies of monthly and quarterly reports, complainant case files; prepare, review and correct documentations for supervisor's approval for typographical accuracy; maintain the established office records/logs of correspondences, certified mails, chronological office files, complainant's case files, archive administrative files/records in preparation for digital scanning per fiscal year, maintain documentations of NDOJ's opinions/decisions, construction project files, affirmative action plans, review and print brochures, forms, and schedule NPEA orientations. Collects appropriate fees for employment charge filing fees, labor organization certification fees, orientation/training fees, conference room usage fees, NPEA booklets fees, photocopying fees, etc., ensures that required fees are collected and verified; operates electronic cash register; perform opening and closing cashier functions, issue receipts, verifies all cash and money orders collected against field cash receipts, safeguard funds collected.

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:

Proficiency in the use of personal computers and college courses in Business or related field.

Special Requirements:

A favorable background check. A valid state driver's license and within 90 days of date of hire may be required to obtain a Navajo Nation Vehicle Operator's Permit.

(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 NPEA, Affirmative Action, NNPPM and Healthy Start Act Regulations. Applicant must possess basic computer skills. ***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.***

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.