THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR03711591**	DATE POSTED:	**03/14/16**
POSITION NO:	**206935**	CLOSING DATE:	**03/25/16**
POSITION TITLE:	**OFFICE ASSISTANT**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Navajo Veterans Affairs - Fort Defiance, AZ**		

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

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of the Veterans Service Officer (VSO), the Office Specialist provides the following duties and responsibilities:General office practices such as receive, log and distribute incoming/outgoing mail, type correspondences, answer telephone calls, assist clientele with their inquiries and documentation; review financial assistance document prior to data entry, maintain electronic and hard copies of monthly and quarterly reports; Assist Senior Office Specialist (SOS) process VAMC reimbursement claims, request for Direct Payment for Navajo Veterans assistance and current housing projects which may include compiling and reviewing housing applications for housing assistance, notifying Navajo Veterans about status of application, set up a database on all housing applicants, projects and maintain a filing system to be in compliance with records management policy and procedures; Attend training in the area of providing quality customer service; when necessary provide assistance to Senior Carpenter in clearical duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's Degeree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

- A favorable background investigation.
- 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:

Knowledge of basic mathematical application; Knowledge of organizationa records management practices and principles which include preparing/maintaining accurate records, reports, and files; Knowledge of public relations/customer service principles, practices and techniques; Basic computer skills and general knowledge of research and development; Skills in effective communication; promote proactiveness, productivity and customer service.

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.