THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0379845**	DATE POSTED:	**03/24/15**
POSITION NO:	**242639**	CLOSING DATE:	**04/06/15**
POSITION TITLE:	**OFFICE ASSISTANT**		
DEPARTMENT NAME / WORKSITE:	**DHR - Department of Navajo Veterans Affairs - Tuba City, AZ**		

WORK DAYS:	Monday - Friday	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:

Performs clerical/office support to the Veterans Service Officer and other DNVA personnel staff with typing of reports, correspondence, financial and statistical data. Handle telephone calls and visitors, screen and refer them to appropriate DNVA personnel or other resources. Compile and handles data entry of veteran's data for various purposes. Maintain record filing systems consisting of administrative, financial, and client data. Attend staff meetings, planning sessions and workshops for information and to enhance job skill and techniques to carry out the program functions. Assist in setting up meetings, take minutes and transcribe notes for dissemination of staff meetings, Chapter Veterans Organizations meeting and other required veteran's activities and functions. Conduct inventory and place office equipment and other operating supply order. Apply judgment in the release of and safeguarding confidential information. Perform related duties as deem necessary.

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 or other computer applications.
- College courses in Business or related field.

Special Requirements:

- 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:

Must be able to have professional client public relations and communicate with Navajo veterans, families, and governmental officials. Have the ability to organize and work effectively with general public on the Department's program and information. 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.

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