

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

REQUISITION NO: DOT1017638  
POSITION NO: 242451  
CLASS CODE: 1260

Date Posted: 03/25/13  
Closing Date: 04/05/13

POSITION TITLE: Administrative Assistant  
DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 101 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

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

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Serves as executive administrative support at executive management level to Division Director and professional staff by researching and compiling information, preparing and conduct inquiries and responding to inquires pertaining to work assignments. Assist with preparation of division staffs presentation with material, etc. Schedules and coordinates division meetings, events, appointments and/or other similar activities, including travel and lodging arrangements. Provide basic funding source expenditures reports for division managers meeting and/or provide reports using Navajo Nation FMIS; able to interpret and generated expenditure reporting for proper processing of finance documentation for Division Director and/or Deputy Director approval signatures for accountability. Administrative support functions includes customer services, respond to inquires, requests and refer to appropriate staff or resources. Develop and edit correspondence accordingly to subject verbal instruction or direction. Run immediate routine errands to and from different Division and Departments for management staffs. Work directly with Directors and Managers with daily routine scheduling of meetings, errands; meeting preparation, prepares and/or transcribes, composes and distributes minutes and/or agendas. Setup executive staff schedule and monitor appointments for meetings; schedules and tracks all appointments coordinate with executive staff per time/date or timeframe of all on going appointments. Assisting, follow-up and resolving problems or issues with administrative operational commitments, review and control of incoming and outgoing correspondence. Assure overall Navajo DOT P-Card holders are in compliance, schedule appropriate trainings. Designated as approver and reconciler for Division Executive P-Card holders, assure all expenses, etc. are compiled accordingly to procurement policies and procedures. Assist in development of Division Administrative Support Standard Operation Procedure for proper flow of overall division administration documentations and centralizing filing system. Maintain electronic and/or hard copy files for executive administration. Attend to assigned meeting, workshop, conference and other duties and responsibilities as assigned and requested. Serves as liaison between the executive work unit and other internal and external entities.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**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.

**In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.**

**Special Knowledge, Skills and Abilities:**

Knowledge of office management/administrative support practices and procedures; skills 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 variety of office equipment; skill in conducting research and preparing reports, documents and correspondence; skill in applying judgment in the release of confidential information.

**License/Certification Requirements:**

Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment. **Preferred:**

**Applicant with FMIS Certification or an ability to obtain FMIS certification.**

**VETERANS PREFERENCE APPLIES**

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

*Revised: 1-15-99*