

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

REQUISITION NO: DOH0647700

Date Posted: 04/08/13

POSITION NO: 949926

Closing Date: 04/19/13

CLASS CODE: 1260

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME: Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

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

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Position typically performs a full range of duties at a level of complexity represented by the following types of responsibilities: Provides and/or coordinates administrative support service and technical office duties; composes correspondences for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; enters research proposals, manuscripts, conference abstracts and related information into a database utilizing a ProIRB software; assists in administrative problem solving, project planning and development and execution of stated goals and objectives.

Serves as technical support to professional staff and Research Board by researching and compiling information, Preparing documents, conducting inquires and responding to inquires pertaining to selected work, projects or research-related activities; schedules and coordinates meetings, events, appointments and/or other similar activities, including coordinating travel arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments.

Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; serves as liaison between the work unit and other internal and external entities; initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; and other duties as assigned

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associates 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.

***(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. Knowledge of policies, practices, procedures and terminology appropriate to assigned function. Knowledge of a variety of computer software, including word processing, database and spreadsheet applications. Skill in preparing a variety of records, reports, and correspondence using appropriate formats. Skill in maintaining complex files and records, following complex oral and written instructions, policies and procedures. Skill in conducting research and preparing reports, documents and correspondence. Skill in utilizing computer databases to research, maintain and update records and files.

**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