

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DSS15310146</u>	DATE POSTED:	<u>05/18/15</u>
POSITION NO:	<u>243478</u>	CLOSING DATE:	<u>06/02/15</u>
POSITION TITLE:	<u>Office Aide (Temporary - 7 positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>Department of Family Services/Navajo Nation Wide</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/> GRADE/STEP: <u>AB54A</u>
WORK HOURS:	<u>8 am-5 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>17,097.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>8.22</u> PER HOUR
		TEMPORARY:	<input checked="" type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Performs repetitive tasks to enter Low Income Energy Assistance Program client information into database; receives client on database batches and checks accuracy, completes data entry; answers telephone calls and takes messages; responds to routine inquiries; types reports. Receives, logs in and distributes incoming mail, makes photocopies; may prepare and transmit facsimiles, process documents or forms according to instructions; establish an effective working relationship and collaborate with the field offices pertaining to LIHEAP client application.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- No prior experience required.

Preferred Qualifications:

- A High School diploma or GED.
- Some experience in the use of personal computers.
- Six (6) months experience in basic clerical and office support work.

Special Requirements:

(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:

Some data entry experience; knowledge of office telephone etiquette; skilled in writing, spelling and simple arithmetic; skilled in basic filing and record keeping; skilled in the operation of office machines including personal computer, telephone, copiers; ability to follow oral and written instructions.

<<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.