

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00310145

DATE POSTED: 05/18/15

POSITION NO: 243492

CLOSING DATE: 06/02/15

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: LB/Buy- Back Program/Crownpoint, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB62A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 16.36 PER HOUR

TEMPORARY: May 2015 - Apr 2016

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a full range of secretarial and administrative office support work of considerable difficulty requiring the application coordination, technical/administrative knowledge and the exercise of initiative, independent judgement and decision making; resolves administrative problems; performs related work as required. Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signature; prepares selected report; 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; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving; project planning and development and execution of stated goals and objectives. Serves as technical support to professional staff researching and compiling information; preparing documents, conducting inquires pertaining to selected work activities or projects; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activities, including coordination travel and lodging 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 correspondences, and follow up on operating commitments. Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; may manage petty cash disbursements and reconciliation; collects and compiles statistical, financial and other information for special or periodic reports requisitions supplies, equipment, printing maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisals.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and four (4) years responsible office administration and management experience.

Preferred Qualifications:

- Two (2) years of budget, grants and financial management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

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:

Knowledge of office management/administrative support practices and procedures. Knowledge of policies, practices, procedures and terminology appropriate to assigned function. Knowledge of basic budgeting procedures and financial record keeping. Knowledge of variety of computer software, including word processing, database and spreadsheet applications; maintaining complex files and records; judgement in the release of confidential information; establishing and maintaining effective working relationships with others.

<<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.