

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05810189

DATE POSTED: 05/26/15

POSITION NO: 243260

CLOSING DATE: 06/09/15

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: Navajo Parks and Recreation Department/Little Colorado River Tribal Park, Cameron, AZ

WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: AB56A

WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.76 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, take message, greets and refers visitors to appropriate staff/resources; work with the Park Manager, Fee Collector Supervisor, Fee Collectors and other staff; work with outside entities and businesses; responds to routine inquiries that refer to information on the tribal parks, provides specific information on the trails, hiking and camping areas, type correspondence, reports, labels and forms, maintains and set up files, purge and update files. Receives, logs in and distributes incoming mail; responds to requests for specific information, routine photocopies of office documents, may oversee day-to-day operation of duplicating copier and related equipment, prepare and transmit facsimiles, takes and transcribes minutes of park's and department's staff meetings, make routine calculations and check information for accuracy, prepare purchase requisitions, SSO, ICR, RDP, TA, and ensure payments are process to vendors; request for price quotations for office/operating supplies, responsibility includes obtaining and maintaining invoices for purchase orders for the Park Office, requests and send procurement documents, work with Accounting Technician and Accountant on budget and expenditures. Provide customer services in providing appropriate information specific to Little Colorado River Tribal Park and to be knowledgeable of other tribal park areas; to accommodate the general public and visitors in issuing backcountry permits.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; and one (1) year of general office, familiar with Navajo Nation government, and 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:

Knowledge in basic clerical and office support practices and procedures; computer softwares (word processing, excels, power points, publication, etc.) skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records, skills in following oral and written instructions, operating office equipment, includes computer programs, skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the operation of the Parks and Recreation - tribal parks and recreation.

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