THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0307846**	Date Posted:	**06/03/13**
POSITION NO:	235510	Closing Date:	**06/14/13**
CLASS CODE:	1364		
POSITION TITLE:	**Office Assistant**		
DEPARTMENT NAME:	DGS/Records Management		
DEPARTMENT NO:	30	WORKSITE LOCATION:	Fort Defiance, AZ

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R56A
SALARY:
$ 19,136.00 Per Annum
$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES

Answers telephone calls and take messages, distributes mail including emails to staff and customers. Responsible for exercising exceptional customer services. Provided feedback on inquiries regarding billing statements, work orders, and other financial statements. Processes correspondence, reports, and forms accordingly. Maintain electronic and/or hard copy filing retrieval system for the department. Maintain logs and distributes billing information and financial reports. Must be able to operate duplicating equipment and computer equipment including facsimiles. Enters data into a database management system, performed calculations, and check information for accuracy. Perform deposits of petty cash, process ICRs and review work orders for compliance with fee schedules.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One (1) year of general office, public contact or related 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:

License/Certification Requirements:

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***