THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05810247**	DATE POSTED:	06/08/15
POSITION NO:	**243264**	CLOSING DATE:	06/19/15
POSITION TITLE:	**Office Assistant**		
DEPARTMENT NAME / WORKSITE:	**Parks & Recreation / Window Rock, 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:

Under general supervision, answers telephone, routes calls, take messages, greets and refers visitors to appropriate staff/resources; work with the Window Rock Central office staff and other outside entities and businesses; responds to routine inquires that refer to information on the Navajo Tribal parks; provides specific information on the Central office, section and Tribal Parks, type correspondence, informational notices and forms; types routine correspondence, reports, labels and forms; maintains and set up files, purge and updates files. Receives, logs in and distributes incoming mail, responds to requests for specific information pertaining to Backcountry Permits, San Juan River Permits, facilities rentals for Navajo Tribal Park and conference room and provide appropriate information to general public on Tribal Parks and events; request quotations for office/operating supplies, oversee day-to-day operation of duplicating copier and related equipment; may prepare and transmit facsimiles; Responsible for issuing Backcountry Permit for Hiking and camping, facilities rental for Navajo Tribal Park; collecting appropriate fees, preparing reports to verify money collected, safeguards funds collected following established guidelines; and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School diploma or GED and one (1) year of general office, 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 of basic clerical and office support practices and procedures; computer software, word processing, spread street applications; 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 mad maintaining effective working relationships; special skills and knowledge of the operation of the Navajo Nation Parks and Recreation, Tribal parks and Navajo Nation Fair Office; Skill in accurately completing standard mathematical calculations; Ability to communicate effectively orally and in writing; ability to deal effectively and deal with a high volume of personal contacts.

<<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.