# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR09412042** DATE POSTED: 06/13/16

POSITION NO: 941410 CLOSING DATE: 06/24/16

POSITION TITLE: **Administrative Assistant**

DEPARTMENT NAME / WORKSITE: Abandon Mine Land / Uranium Mills Trails Remedial Action / Window Rock Rock, Arizona

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

WORK HOURS: 40 hours a week PART TIME: ☐ NO. OF HRS./WK.: _____ $ 34,028.80 PER ANNUM

SEASONAL: ☐ DURATION : $ 16.36 PER HOUR

TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Provides technical administrative support services and office management functions inclusive of the following: processing of documents relating to administrative, human resources and financial services. Monitors and oversees records management system for property, personnel, financial and projects. Coordinates with the field offices in processing of personnel action forms, leave requests, travel authorizations and other documents requiring signature for approval. Responsible for coordinating with program staff on budgets, contracts and grants activities as required. Serves as the administrative support liaison for communicating, distributing and publishing reports with program staff, tribal programs and external stakeholders. Assists in budget preparation, records expenditures and prepares financial documents for transactions including reconciliation of accounts for compliance and accountability purposes. Prepare technical reports for the department, performance reports, and other required reports. Assists in answering telephones, receive and provides general public program information including referral of services to appropriate program staff. Responsible for providing status reports to program staff on 164 review and program operations; and other duties as required.

**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 on Project Management, Accounting, Financial Management and Office Management. Must possess strong technical writing and communication skills including Public Relations skills. Must be able to interpret and present federal rules and regulations under Office of Surface Mining.

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