THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS08810342	DATE POSTED:	06/22/15
POSITION NO:	242767	CLOSING DATE:	07/06/15
POSITION TITLE:	Office Assistant (Temporary)		
DEPARTMENT NAME / WORKSITE:	Department of Family Services-NN Long Term Care Services/Tuba City, AZ		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AB56A
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☑			

DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical/office support work, such as answering telephone, routes, and takes messages; greets and refers visitors and refers to appropriate staff or resources; disseminates program information; types correspondences, reports, forms. Prepares and submits bi-weekly payroll timesheet. Sets up and maintains filing systems.

Receives, logs incoming and outgoing mail and makes distribution; makes photocopies, faxes, scans, and sends document as instructed. Inventories and orders office supplies and equipment. Attends staff meetings.

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 fields.

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; knowledge of computer software, word processing, database and spreadsheet applications; knowledge of scan processing and storage. Skill in preparing a variety of records, reports and correspondences; skill in maintaining filing and records systems; skill in following oral and written instructions; skill in operating office equipment, including computer programs; skill in English composition, grammar and punctuation; skill in applying judgment in the release of and safeguarding confidential information; skill in preparing clear and comprehensive reports; skill in establishing and maintaining effective working relationships.

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