THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0372097** | Date Posted: **07/06/10**

POSITION NO: **206936** | Closing Date: **07/19/10**

CLASS CODE: **1364**

POSITION TITLE: **OFFICE ASSISTANT**

DEPARTMENT NAME: **Department of Navajo Veterans Affairs (DNVA)/Shiprock Agency**

DEPARTMENT NO: **37** | WORKSITE LOCATION: **Shiprock, NM**

WORKS DAYS/HOURS:

Days: **Monday-Friday**

Hours: **8am to 5pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N56A**

SALARY:

$ **18,470.40** Per Annum

$ **8.88** Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Veterans Service Officer (VSO), the Office Assistant (OA) provides the following duties and responsibilities such as: Screens and refers telephone calls, takes messages, greets and directs visitors as appropriate; answers inquiries and directs visitors to proper resources; logs in and distributes program mail; types correspondences, reports, forms and makes follow-ups in a timely manner. Types Purchase Requisitions, Request for Direct Payments, ICR's and SSO's and assists with filing documents. Assists with travel arrangements which includes all required paperwork. Attends staff meetings and trainings as applicable. Assists the VSO and support staff with typing, filing, duplicating and faxing of correspondence and reports. Orders, inventories, stocks and distributes office supplies. Arranges meetings as needed, including preparing written materials, minutes, meeting space reservations, etc. Assists with veteran's special events and program activities, when needed.

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 provide the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Has computer literacy with skills and knowledge of Word, Excel, Access, Powerpoint, etc. and familiarity with the various Navajo Nation Policies and Procedures such as fiscal, personnel, travel, motor vehicle, etc.; and the ability to be fluent in the Navajo and English languages would be helpful.

License/Certification Requirements:

PREFERRED: Must possess a valid State Driver's License and Navajo Nation Tribal Operator's Permit.

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***