THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0968969**	DATE POSTED:	**07/21/14**
POSITION NO:	**931926**	CLOSING DATE:	**08/01/14**
POSITION TITLE:	**CASE ASSISTANT**		
DEPARTMENT NAME / WORKSITE:	**DHR/Navajo Department of Workforce Development, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y56A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Reviews and certifies participants eligibility and record information for accuracy and completeness. Provides notification to the field offices on corrective measures needed on participants eligibility and records information for program compliance. Submits participants financial documents for payment. Enters data into computer from enrollment source documents. Locates and corrects data entry errors. Validates participant data and reporting information. Files and maintains participants records. Complies and coordinates with field offices on program reporting on a quarterly and annual basis which includes close out program reporting. Prepares and distributes monthly statistical reports. Provides technical assistance and orientation to program staff on participant eligibility, records and program reporting.
Maintains logs of activities and completed work. Other duties include: answering telephone calls, assist staff including projects, prepares correspondences and participate in meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of clerical work experience including customer services.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business Administration, Behavioral Science, Counseling 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 program services and requirements. Knowledge of tribal, federal and local laws, rules, regulations, program policies. Knowledge of general office practice and office equipment. Skills in computer literacy and customer service. Knowledge and skill in determining eligibility regarding program services.

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