

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1518043
POSITION NO: 947694
CLASS CODE: 1364

Date Posted: 07/29/13
Closing Date: 08/09/13

POSITION TITLE OFFICE ASSISTANT
DEPARTMENT NAME Department of Child Support Enforcement
DEPARTMENT N 151 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOUF POSITION TYPE: GRADE: R56A
Days: Monday - Friday Permanent:
Hours: 8:00 a.m. - 5:00 p.m. Temporary: Duration: _____ SALARY:
Part-Time: No. of Hrs/Wk: 40 \$ \$19,136.00 Per Annum
\$ \$9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Complete data entry for child support enforcement data, works from an assortment of typed, printed, electronic, and handwritten sources; reduces data to numeric or alphabetic codes according to established procedures, check accuracy of completed work; logs orders in and out keeps informed on the different codes for various assignments; maintains records of work receive, and distribute department mail, and assists other staff as necessary. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

PREFERRED: Supplemental by courses in data entry on the computer system; and

Experience:

And one (1) or more years of general office, public contact or related experience; or an equivalent combination of education, training or experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the 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. Skill in preparing a variety of records, reports, and correspondence using computer software; Skill in operating office equipment, including computer programs; Skill in English composition, grammar and punctuation; Skill in preparing clear and comprehensive reports.

License/Certification Requirements:

PREFERRED: Valid Drivers License and must be able to obtain Navajo Nation Tribal Vehicle 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