

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448039

Date Posted: 07/29/13

POSITION NO: 204590

Closing Date: 08/09/13

CLASS CODE: 1260

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT NAME: Department of Diné Education - Administration

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as administrative and technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquires pertaining to selected work activities or projects; schedules and coordinates meetings, events, interviews, appointments and other similar activities; coordinates travel and lodging arrangements; prepares, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors; review and control incoming and outgoing correspondence; follow up on operational commitments.

Composes documents and/or correspondence for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and check forms for accuracy, conformance with applicable rules and regulations; establishes and maintains manual and/or automated filing system; assists in monitoring and coordinating assignments/projects with support staff; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Provide immediate administrative and technical support to the Superintendent of Schools, and the Assistant Superintendent as needed.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associates of Arts degree in Business Administration or closely related field; and

Experience:

Five (5) years responsible office administration and management experience; or an equivalent combination of education, training, and 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:

Candidate should demonstrate fluency in both the Navajo and English languages; knowledge of office management/administrative support practices and procedures; knowledge of Navajo Nation government, policies, practices, procedures and terminology appropriate to assigned function. Skilled in public speaking and public relations. Possess excellent written and verbal communication skills. Skilled in microsoft word, excel, email, World Wide Web, Outlook, and internet research.

License/Certification Requirements:

PREFERRED: Valid State driver's license and obtain a valid Navajo Nation vehicle operator's permit.

VETERNANS' 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