

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DPS0473921
POSITION NO: 948912
CLASS CODE: 1364

Date Posted: 08/01/11
Closing Date: 08/12/11

POSITION TITLE: OFFICE ASSISTANT
DEPARTMENT NAME: Emergency Medical Services
DEPARTMENT NO: 47 WORKSITE LOCATION: Window Rock, Az
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A
Days: Mon - Fri Permanent:
Hours: 8:00am - 5:00pm Temporary: SALARY:
Part-Time: Duration: _____ \$ 19,136.00 Per Annum
No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Types a variety of materials from rough draft or detailed instructions; performs operations by calculating totals and subtotals; keeps logs, records, and simple bookkeeping ledgers; answers telephone, take messages, maintains files according to establishing system; operates standard office equipment, such as Xerox machine, calculator; may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; assist in emergency medical response calls; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One year of general office, public contact or related experience; or an equivalent combination of training and experience which provides 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:

Some knowledge of modern office practices, procedures and equipment. Ability to type a minimum of 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the Public.

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