THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE08012357**	DATE POSTED:	**08/16/16**
POSITION NO:	**242441**	CLOSING DATE:	**08/29/16**
POSITION TITLE:	**Office Assistant**		
DEPARTMENT NAME / WORKSITE:	**DODE/Office of Dine YOUTH - Administration, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	8:00 a.m.-5:00 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Assist the front office by greeting public/clients and refer them to appropriate staff members, receive and direct telephone calls, transfer to the appropriate staff member; take and distribute messages while maintaining, clarity and confidentiality. Answer basic queries made by the public/clients pertaining to the services provided by the office. Open and date stamp all general correspondence and incoming mail. Distribute and prepare outgoing mail including bulk mail. Accept and sign for packages on behalf of the program. Record and distribute records and ensure the proper filing of correspondences, documents, and pertinent documents. Maintain program reports, documents, log sheets, indexes, and statistics. Retrieve material from files upon request; Faxing; scanning, and copying of documents; Maintain office filing and storage systems. Receive, review, and verify for accuracy and completeness of all incoming and outgoing youth employee Personnel Action Forms. Process all accurate and complete youth employee Personnel Action forms by entering youth information into the system and ensure compliance with the established policies and procedures for employment processing. Create and maintain youth employee files. Receive and respond to inquiries regarding the status of youth personnel actions. Verify and submit back pays of youth employees. Prepare and submit statistical youth employment information. Maintain confidentiality of youth employee records and information. Assist staff with administrative duties such as coordinating travel and lodging accommodations for staff, with typing of necessary documents, reports, correspondence, labels, and forms, process documents or forms as instructed, enter complex data, organizing appointments, meetings and conferences, event planning and implementation, and compile statistical information as requested. Assist staff with financial inquires on the FMIS, make routine calculations and checking information for accuracy. Assist staff with financial documents such as purchase requisitions, purchase orders, interdepartmental charge requisitions, travel authorization, etc. on behalf of the program/or staff. Assist staff as requested, provide administrative services upon request, and perform related duties as assigned. Maintain lobby and front desk area clean and free from clutter. Perform work errands such as going to the post office, vendors, and other tribal offices. Ensure knowledge of staff movements in and out of the office and perform general administrative and clerical support for the staff. Develop and maintain inventory system. Order, monitor and maintain office supplies and inventory. Ensure office equipment is properly maintained and serviced.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of general office, customer service or related experience.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- 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 the Navajo and English language.

<<A favorable background investigation is required>>

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