

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0376952

Date Posted: 08/27/12

POSITION NO: 242446

Closing Date: 09/10/12

CLASS CODE: 1364

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: Department of Navajo Veterans Affairs-Chinle Navajo Agency

DEPARTMENT NO: 37 WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 19,136.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 hrs \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of the Veterans Service Officer (VSO), the Office Specialist provides the following duties and responsibilities such as: Compile and review housing applications for housing assistance; Notify veterans about the status of their application; Set up a data base on all housing applicants, projects and a filing system to be in compliance with records management policy and procedures, including confidentially of housing applicants' records; Monitor current projects by posting the progress reports; Maintain reports and records, and provide technical assistance to Senior Carpenter in typing material listing for floor plans and creating other housing forms and certificates of completions; Receive, log and distribute incoming/outgoing mail, type correspondences, answer telephone calls, assist clientele with their inquiries and follow-up on their housing applications and/or projects; Prepares housing reports requiring collection of information and documentation; Enters and verifies data, and maintains electronic and hard copies for monthly and quarterly reports; Attends meetings to provide information, exchange information with other agencies, and provide reports of accomplishments on VA housing; Assist in revising housing policy and procedures; Reviews housing plans and material listing for consistency; And attends trainings in the area of providing quality homes.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

One (1) year of general office, public contact or related 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/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of data entry procedures, modern office practices and procedures. Knowledge and skills in organization, regulation, procedure and customer service. Knowledge of operation/use of office equipment, i.e.. Typewriter, facsimile, copiers, calculators, personal computers/laptops, PowerPoint and their software(s). Must have ability to interpret technical oral and written directions relative to computer technology. Knowledge of record keeping, report writing with organization skills. Must have skills in accurate and rapid operation of data entry. Must be able to work with large volumes of documents. Ability to communicate in English and Navajo. Should have ability to perform data entry with independent judgment in situations that require immediate attention.

License/Certification Requirements:

PREFERRED: Valid Driver's License and must be able to obtain a Navajo Nation Tribal Operator's 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