

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS04712438

DATE POSTED: 08/29/16

POSITION NO: 941706

CLOSING DATE: 09/12/16

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME / WORKSITE: DPS/EMERGENCY MEDICAL SERVICE - WINDOW ROCK, ARIZONA

WORK DAYS: MON - FRI REGULAR FULL TIME:  GRADE/STEP: AB56A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,300.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 9.76 PER HOUR

TEMPORARY:

**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, takes messages, maintain files according to established system; operates standard office equipment, such as xerox machine, calculator, may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

**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**

- Possess a 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:**

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 understanding and follow oral and written directions; ability to establish and maintain cooperative relations with the Public. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 90 days of employment must obtain a cardiopulmonary resuscitation (CPR) first aid card.

***<<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.**