

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0379397

DATE POSTED: 10/20/14

POSITION NO: 242446

CLOSING DATE: 10/31/14

POSITION TITLE: Office Assistant

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

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB56A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.76 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of the Veterans Service Officer (VSO), the Office Specialist provides the following duties and responsibilities: General office practices such as receive, log and distribute incoming/outgoing mail, type correspondences, answer telephone calls, assist clientele with their inquiries and documentation; review financial assistance document prior to data entry, maintain electronic and hard copies of monthly and quarterly reports; Assist Senior Office Specialist (SOS) process VAMC reimbursement claims, request for Direct Payment for Navajo Veterans assistance and current housing projects which may include compiling and reviewing housing applications for housing assistance, notifying Navajo Veterans about status of application, set up a database on all housing applicants, projects and maintain a filing system to be in compliance with records management policy and procedures; Attend training in the area of providing quality customer service; when necessary provide assistance to Senior Carpenter in clerical duties.

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.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business or related field.

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:

Knowledge of basic mathematical application; Knowledge of organizational records management practices and principles which include preparing/maintaining accurate records, reports, and files; Knowledge of public relations/customer service principles, practices and techniques; Basic computer skills and general knowledge of research and development; Skills in effective communication; promote reactivity, productivity and customer service.

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