THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR05810965	DATE POSTED:	11/02/15
POSITION NO:	241947	CLOSING DATE:	11/16/15
POSITION TITLE:	Office Assistant		
DEPARTMENT NAME / WORKSITE:	Navajo Parks and Recreation / LeChee, AZ		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, take message, greets and fees visitors to appropriate staff/resources; work with the Park Manager, Fee Collector Supervisor , Fee Collectors and other outside entities and businesses; responds to routine inquires that refer to information on the tribal parks; provides specific information on the trails, hiking and camping areas, type correspondence informational notices and forms; types routine correspondence, reports, labels and forms; maintains and set up files, purge and update files.

Receives, logs in and distributes incoming mail; responds to requests for specific information, routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment, may prepare and transmit facsimiles; takes and transcribes minutes of park's and department's staff meetings, make routine calculations and check information for accuracy; may order, request for price quotations for office/operating supplies, responsibility includes obtaining and maintaining invoices for purchase orders for the Park Office, requests and send in procurement documents; work with Accounting Technician and Accountant in budget and expenditures

Provide customer services in providing appropriate information specific to Lake Powell Tribal Park and to be knowledgeable of other tribal park areas; to accommodate the general public and visitors in issuing hiking and camping permits

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.
- A favorable background investigation is required.

(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 in basic clerical and office support practices and procedures; computer software, word processing, spreadsheets applications; Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the operation of the Parks and Recreation Tribal Parks and Recreation and Navajo Nation Fair Office

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