THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392568** Date Posted: **11/8/2010**

POSITION NO: **943165** Closing Date: **11/22/2010**

CLASS CODE: **1364**

POSITION TITLE: **OFFICE ASSISTANT**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N560A**
SALARY:
$ **18,470.40**
$ **8.88**

DUTIES AND RESPONSIBILITIES:

Greets all visitors, determines their needs and refers the individual to an appropriate staff member or to tribal/non-tribal programs; receives, records and refers telephone callers to appropriate staff members; takes and distributes messages. Answers questions on program operation requiring interpretation of tribal policies, rules, and regulations. Types and prepares agendas and photocopies materials. Monitors attendance and work schedules of NNPSR Support Services office staff for telephone and visitor referral purposes. Attends meetings, takes and types minutes of various meeting and conference notes, and distributes copies as required.

Provides administrative/clerical assistance to the NNPSR Support Services office staff including, but not limited to: typing and composing letters and memorandums; typing and finalizing administrative, fiscal, statistical and other relevant reports; filing various correspondence, maintaining electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating, completes and processes travel authorizations and makes travel arrangements; completes and processes purchase orders and purchase requisitions; may order, stock and distribute office supplies; assists in maintaining timesheets and reports time for the District Office staff; confirms location for meetings and conferences for District Office staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A 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:

Knowledge of basic clerical and office support practices and procedures; knowledge of computer software, word processing database and spreadsheet applications, knowledge of microfiche processing and storage; Skill in maintaining filing and records system, skill in following oral and written instructions; skills in operating office equipment, including computer programs; skill in English composition, grammar, and punctuation; skill in establishing and maintaining effective working relationships; skill in preparing clear and comprehensive reports.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment.

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***