

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

REQUISITION NO: DOH0358304

Date Posted: 11/18/13

POSITION NO: 940397

Closing Date: 12/03/13

CLASS CODE: 1364

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME: Food Distribution Program/Ft. Defiance Warehouse

DEPARTMENT NO: 35 WORKSITE LOCATION: Ft. Defiance, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: Y59A

Days: M-F

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: \_\_\_\_\_ \$ 19,718.40 Per Annum

Part-Time:

No. of Hrs./Wk.: \_\_\_\_\_ \$ 9.48 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Answer telephone, routes call, takes messages, greets and refers visitors/clients to appropriate staff; responds to routine inquiries on procedure and process of the Program. Types routine correspondences, report, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents/cases, purging and updating files.

Receives, logs in and distributes incoming mail; making photocopies and/or scanned information for electronic filing; receives and process employee and office related forms and/or documents; takes minutes of meetings; enters data into database; makes routine calculation and checking information for accuracy; orders and accounts for inventory and distribute office supplies.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; and 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.

Computer experience with Excel, Microsoft Work and Internet usage, **preferred**.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of application policies, practices and procedures related to work assignment; knowledge of clerical/office support practices and procedures; Knowledge of a variety of computer software, word processing, database and spreadsheet applications. Skills in performing a variety of clerical functions at a technical or secretarial support level in an office. Skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods. Skill in maintaining filing and records systems; operating office equipment, including computer and standard office computer programs. Ability to follow oral and written instruction; English composition, grammar and punctuation and establishing and maintaining effective working relationship with others. Knowledge of electronic filing and communication.

**License/Certification Requirements:**

Valid state driver's license, and obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment, **preferred**.

**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**