

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0848314 DATE POSTED: 11/18/13
POSITION NO: 234489 CLOSING DATE: 12/03/13

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT NAME / WORKSITE: NAVAJO NATION WASHINGTON OFFICE / WASHINGTON, D.C.

WORK DAYS: 5+ per week REGULAR FULL TIME: GRADE/STEP: Z62A

WORK HOURS: 40+ per week PART TIME: NO. OF HRS./WK.: _____ \$ 37,980.80 PER ANNUM

SEASONAL: Duration: _____ \$ 18.26 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for Executive Director's review/signature; prepares selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives.

Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments.

Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring in-depth knowledge of work unit/department, programs and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's degree in Business or related field; and five (5) years responsible office administration and management experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(In order 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 office management/administrative support practices and procedures; Knowledge of policies, practices, procedures and terminology appropriate to assigned function; Knowledge of basic budgeting procedures and financial recordkeeping. Knowledge of a variety of computer software, including word processing, database and spreadsheet applications; Knowledge of supervisory methods and techniques; Knowledge of budget preparation, monitoring and administration; Skill in preparing a variety of records, reports, and correspondence using appropriate formats; Skill in maintaining complex files and records; Skill in following complex oral and written instructions, policies and procedures; Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters; Skill in conducting research and preparing reports, documents and correspondence; Skill in utilizing computer databases to research, maintain, and update records and files; Skill in applying judgment in the release of confidential information; Skill in supervising, evaluating, training and motivating employees. Skill in establishing and maintaining effective working relationships with others.

Special Requirements:

Knowledge of the Navajo Nation and Federal Government processes is a plus.

VETERANS PREFERENCE APPLIES

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