THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0374303** Date Posted: **11/21/11**

POSITION NO: **242178** Closing Date: **12/06/11**

CLASS CODE: **1367**

POSITION TITLE: **OFFICE AIDE**

DEPARTMENT NAME: **DHR/Department of Navajo Veterans Affairs**

DEPARTMENT NO: **37** WORKSITE LOCATION: **Fort Defiance, Arizona**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8am to 5pm**

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

GRADE: **R54A**

SALARY:
$ **16,120.00** Per Annum
$ **7.75** Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Veterans Service Officer (VSO), the Office Aide provides the following duties and responsibilities such as: Assisting clients consisting of Veterans, Widows, and the general public with answering questions, addressing concerns, and processing payment request for assistance. Answering incoming telephone calls, taking messages and referring visitors and Veterans to the appropriate staff. Updating all Veterans folders, filling to where document are easily retrieved, and photocopying and faxing documents. Typing forms consisting of purchase requisitions, travel authorizations, request for direct payments, and reporting monthly vehicle mileage reports. Follow up on documents consisting of payment request for financial assistance on behalf of clients. Reviews and distributes vendor checks as necessary. Transfer folders into new folders per corrective action plan, removing all pervious direct payments from folders and separating them by fiscal years, and keeping current such folders, and assisting with reconciliation of accounts. Closing our any outstanding or current purchase orders. Conducting inventory of equipment and supplies. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED. ***(to receive full credit for education and training applicant must submit copies of transcripts, degrees, and current certificates, etc.)***

Experience:

No special training or experience required.

Special Knowledge, Skills and Abilities:

Applicant must possess good office telephone etiquette, skilled in reading, spelling and simple arithmetic, some basic filing experience and record keeping. Skilled in operating various office machines, personal computers, telephones and copiers. Skilled in establishing and maintaining effective working relationships with others. Must be able to follow oral and written instructions.

License/Certification Requirements:

Applicant must possess a valid state drivers license and able to obtain a NN Operators Permit within 90 days of 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***