THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0572625** Date Posted: **11/22/10**
POSITION NO: 241131 Closing Date: **12/07/10**
CLASS CODE: 1364
POSITION TITLE: **Office Assistant**
DEPARTMENT NAME: NDSS/FORT DEFIANCE CHILD CARE CENTER - CCDF PROGRAM
DEPARTMENT NO: 57 WORKSITE LOCATION: Ft. Defiance, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N560A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 8am - 5pm Temporary: ☐ Duration: $ 18,470.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 8.88 Per Hour

DUTIES AND RESPONSIBILITIES:
Provide customer service via telephone calls and direct contact with the public. Organize, establish, and maintain record keeping system for incoming/outgong correspondence, financial documents, children's records, and staff records. Interact with staff, parents, children, visitors, or outside entivies to relay information on policies, procedures, or activites. Compose and type correspondence, monthly reports, and other documents. Receives, sorts, and organizes mail on a daily/weekly basis. Assist parents with enrollment process for child care services; and miantain open communication with parent's on their co-payments, children's process, and center activities. Initiates supply or work order requests to supervisor for approval. Attend programmatic meetings, workshops, trainings, and conferences. Perform other duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED

Experience:
One (1) year of general office, public contact or related experience; or an equivalent combination or education, training, and expereince which provides the capabilities to perform the described duties. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Special Knowledge, Skills and Abilities:
Must possess good organizational skills and abiltiy to handle mutiple tasks.

License/Certification Requirements: preferred, but not required.
First Aid/CPR, Food Handler's Permit. National Criminal Background and Fingerprinting Check required at applicant's own expense.

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***