

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR09611124</u>	DATE POSTED:	<u>11/30/15</u>		
POSITION NO:	<u>931926</u>	CLOSING DATE:	<u>12/11/15</u>		
POSITION TITLE:	<u>Case Assistant</u>				
DEPARTMENT NAME / WORKSITE:	<u>DHR / Navajo Department of Workforce Development / Window Rock, AZ</u>				
WORK DAYS:	<u>Monday to Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB56A</u>
WORK HOURS:	<u>8:00 am to 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>20,300.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>9.76</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Primary job duties include reviews of participant records for program eligibility and forms requirements, process payment forms and Personnel Action Forms, formulate spreadsheets for enrollments and terminations, formulate spreadsheets for required program statistical reports, and prepare folders for records maintenance. Compile program statistical reports for the Native Employment Works Program for submission to funding source. Prepare program performance analyses and advisement to supervisor. Initiate corrective action requests for non-compliance of NDWD policies and procedures, and rules and regulations. Conduct orientations and provide technical assistance to NDWD employees. Implement NDWD policies and procedures, and Navajo Nation policies and requirements.

Maintain organizational requirements for office operation and maintain organized participant records. Conduct follow-ups on documents for participant payments and assist with submission of documents to Office of the Controller and Department of Personnel Management. Complete employment verification documents for assigned program. Assist with audits and monitoring reviews. Submit progress reports to supervisor. Attend staff meetings, department meetings and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School diploma or GED; and two (2) years office or clerical work experience including customer services.

Preferred Qualifications:

- Proficient in Microsoft Office software and other computer application.
- College courses in Business Administration, Behavioral Science, Counseling, or related field.

Special Requirements:

- Possess a valid state driver's license.
- Within 90 days of date of hire, must obtain a Navajo Nation Vehicle Operator's Permit.

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

Special Knowledge, Skills and Abilities:

Knowledge of federal program client records requirements including confidential treatment of client-specific data. Must be able to meet reporting deadlines and formulate computerized reports. Must be computer literate and know how to operate a computer work station, printers, copier and fax machine. Must be a "people" person and have excellent communication skills to help customers and co-workers.

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