

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0564371

Date Posted: 12/12/11

POSITION NO: 240283

Closing Date: 12/23/11

CLASS CODE: 1260

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES - Executive Administration Office

DEPARTMENT NO: 56 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R62A

Days: MON. - FRI.

Permanent:

SALARY: _____

Hours: 8 AM - 5 PM

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Incumbent provides administrative clerical support duties and responsibilities for the Executive Director of the Division of Social Services. Is the Lead clerical staff and serves as the central administrative point of contact. Is responsible for composing a variety of documents, some of which are for public information and dissemination. Ensures that all correspondence and documents received at the Executive Administrative Office are logged in and out; including mail receipt. Prepares correspondence for Executive Division Director review and signature; ensuring that all is grammatically correct, spelling is proper, including the format. Prepares and sends out all acknowledgements, copying appropriate Staff or Office. Is Lead staff in the preparation of meetings/sessions called by the Executive Director; ensuring Agenda items are made and other logistical information. Prepares all travel documents and makes travel arrangements for Executive Director; ensuring all information and documents are available prior to travel taking effect. Establishes and maintains records of all correspondence/files. Ensures that any and all manuals, policies and procedures are maintained for the Executive Director. Establishes and maintains financial encumbrances and expenditures of all necessary accounts for Division Executive Staff activities; keeping supervisor advised of same.

Assists Management in developing Division goals and objectives as needed. Prepares and assists with the Quarterly Reports. Establishes and maintains calendar of activities, leave and travel for Executive Director's immediate staff. Also coordinates with the Division HR Staff the annual performance appraisal reviews. Maintains calendar for Executive Director, providing reminders as necessary. Prepare and transcribes all meeting, training, discussions; making appropriate distribution as necessary. Oversees support activities such as answering telephone calls, assisting/resolving minor problems/inquiries of visitors, review and control of incoming and outgoing mail correspondences and follow-up on operational commitments. Shall receive and evaluate operations and customer (client) complaints, identify and recommend an appropriate course of action, or direct the complaint to the appropriate Division staff for resolve. Shall provide information to others requiring in-depth knowledge of Division program information and services. Shall serve as a liaison between the Division programs and other Navajo Nation programs. Establishes and maintains inventory of supplies, equipment, printing, maintenance and other services required. Supervises temporary clerical staff or students, on occasion.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates Degree in Business Administration or related field. **(to receive full credit for education applicant must submit transcripts, degrees, current certificates, etc.)**

Experience:

and five (5) years of highly responsible office administration and management experience; OR an equivalent combination of education, training and experience which provides the capabilities to perform the duties.

Special Knowledge, Skills and Abilities:

Knowledge of office management/administrative support practices and procedures. Knowledge of supervisory techniques and methods. Knowledge of budget preparation, monitoring and administration. Skill in following oral/written instructions. Knowledge and skill in use of strong writing and presentation skills. Skill in computer operation and other office equipment.

License/Certification Requirements:

Valid State Drivers License. Ability to obtain a NN Motor Vehicle Tribal Permit within the 90 day introductory period. Fluent in both the Navajo and English languages. ****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