

ADMINISTRATIVE ASSISTANT

DEFINITION: Under general supervision, performs a full range of secretarial and administrative office support work of considerable difficulty requiring the application of specialized technical/administrative knowledge and the exercise of initiative, independent judgment and decision-making; resolves administrative problems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor'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.

Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; may manage petty cash disbursements and reconciliations; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisal.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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.

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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 verbal and written communications.
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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light work in an office setting and requires a minimum of physical effort with intermittent sitting, standing and walking.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- Two (2) years of budget, grants and financial management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Supplement Requirements:

Some positions may require possession of a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.