



Department of Personnel Management

Job Vacancy Announcement (JVA) Form Instructions

Please use these instructions to help you fill out the JVA fillable form.

General Information

The fillable JVA form can be found [here](#).

The fillable form should *not* be printed and must be filled out on a computer. The form can be filled out in most browsers, or you can download [Adobe Acrobat Reader](#) for free.

Prior to filling out the form please ensure this position is budgeted.

Please ensure that all required fields have a value. Required fields are outlined in red on the fillable form. Below in the Field Descriptions section, required fields have an asterisk (*).

Incomplete forms may not be accepted and may be returned.

If you need guidance on how to fill out the form consult DPM Recruitment Team at 928-871-6153. Once the form is completed, email form to recruitdocs@dpm.navajo-nsn.gov.

Field Descriptions

***POSITION NO:** Enter the six-digit position number for this position.

***POSITION TITLE:** Enter the position title for this position.

***DEPT. NAME:** Enter the department name for this position.

***POSITION SUPERVISOR NO:** Enter the six-digit position number of the supervisor for this advertised position.

***WORKSITE:** Enter where this position is located.

***EMPLOYMENT TYPE:** Select the employment type for this position.

***WORKDAYS:** Select the workdays for this position or enter a custom value.

***WORK HOURS:** Enter the work hours for this position.

***SENSITIVE:** Select whether this position is sensitive. Yes or no.

EMPLOYMENT DURATION (TEMP): Only enter the duration of employment for this position if the employment type is temporary.

***GRADE/STEP:** Enter the five-character grade/step for this position.

***DUTIES AND RESPONSIBILITIES:** Enter all required duties and responsibilities for this position.

***SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:** Enter special knowledge, skills, and abilities that are required for this position.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW: Enter any additional information the applicant should know about this position.

***SUBMISSION DATE:** Enter or select the date you are submitting this JVA to the DPM.

***PREPARED BY:** Enter the name of the person who prepared this form.

***TITLE:** Enter the title of the person preparing the form or the title of the person approving this form. Dependent on which row this field is located.

***EMAIL:** Enter the email of the person preparing the form, person approving this form, or the contact person. Dependent on which row this field is located.

***APPROVED BY:** Enter the name of the person who approved this form.

***CONTACT PERSON:** Enter who should be contacted with questions about this form.

***PHONE #:** Enter the contact persons phone number.

*An * indicates that the field is required*