



THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM



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. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.

POSITION TITLE: *Office Assistant*

REQUISITION NO: **DOJ00628787**

DATE POSTED: 4/8/2024

POSITION NO: 245286

CLOSING DATE: **4/19/2024**

DEPARTMENT: Office of the Attorney General

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CE56

WORK HOURS: 8:00am to 5:00pm

ANNUALLY: \$25,285.68

SENSITIVE: No

HOURLY: \$12.11

DUTIES AND RESPONSIBILITIES:

Office Assistant Responsibilities: At the direction of the Attorney General and Deputy Attorney General, provide customer service by greeting clients and answering phone calls. Provide general office support/responsibilities, travel support to the Attorney General while on travel and driving off-worksite. Assist Attorney General in travel meetings out of the office. Assisting the Attorney General by distributing incoming/outgoing mail; filing, office errands; respond to routine inquiries that requires judgment to determine information that may be release, Route documents received, maintain website; Attend meetings and conference calls, type labels for files and set up new files. Fill in for secretaries on leave, input data on Microsoft programs such as Excel, Word, etc.;

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of the functions and clerical operation of a legal office support practices and procedures; knowledge of computer software, work processing, database and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence; Skill in use of personal computers and applicable software applications; maintaining filing and records systems. Ability to understand and follow oral and written instructions; to plan and complete a variety of assignments; skills in operating

office equipment, including computer programs, English composition, grammar and punctuation, skills in applying judgment in the release of the safeguarding confidential information, establishing and maintaining effective working relationships.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

Possess a valid state driver's license; Proficiency in Microsoft Office software or other computer application.