

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: \_\_\_\_\_  
POSITION NO: 201185  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: \_\_\_\_\_  
CLOSING DATE: \_\_\_\_\_

DEPARTMENT NAME / WORKSITE: Office of Navajo Labor Relations - Window Rock, Arizona

WORK DAYS: <u>Monday thru Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y56A</u>	
WORK HOURS: <u>8:00am to 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40</u>	\$ <u>19,718.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	Duration: <u>Regular Full-time</u>	\$ <u>9.48</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Under the immediate supervision of the Program Manager. Office Assistant provides assistant to general public with information regarding ONLR's program services and assist the ONLR staff with typing reports and correspondences/memorandums. Office Assistant duties and responsibilities will consist of receiving, logging, and distributing incoming/outgoing office mail/correspondences; telephones etiquettes requirements are answering, transferring and delivering telephone calls/messages with professional courtesy and tactfulness; prepare documentations electronically and hard copies of monthly and quarterly reports, complainant case files; prepare, review and correct documentations for supervisor's approval for typographical accuracy; maintain the established office records/logs of correspondences, certified mails, chronological office files, complainant's case files, archive administrative files/records in preparation for digital scanning per fiscal year, maintain documentations of NDOJ's opinions/decisions, construction project files, affirmative action plans, review and print brochures, forms, and schedule NPEA orientations. Collects appropriate fees for employment charge filing fees, labor organization certification fees, orientation/training fees, conference room usage fees, NPEA booklets fees, photocopying fees, etc., ensures that required fees are collected and verified; operate electronic cash register; perform opening and closing cashier functions, issue receipts, verifies all cash and money orders collected against field cash receipts, safeguard funds collected.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:**

High School Diploma or GED; and One (1) year of Clerical or Office Manager work experience.

**Work Experience/Training:**

1 year of general office experience. Knowledge of Business English, Spelling, and Arithmetic. Knowledge of basic computer and office equipment usage and setup without training. 1 year of records filing management and archiving retention of confidential records. 1 year cashier (cash collection) experience. Must be able to lift and carry 50 lbs. boxes of paper and archive records.

**PREFERRED QUALIFICATION REQUIREMENTS:**

**Education:**

Associate of Applied Business in Office Administration or Human Resources Administration field.

**Work Experience/Training:**

Three (3) years of general office experience. Two (2) years experience in Computer Software Applications, Business Composition writing, knowledge of Navajo Nation 164 Review, Office Clerk Procedures. Ability to handle with courtesy and tact a wide variety of public contact both on the telephone and in person. Two (2) years experience Cashier (collections, refunds and deposits of funds).

*(In order 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:**

Must speak, interpret and translate Navajo language fluently. Knowledge of Navajo Preference in Employment Act, Affirmative Action, Navajo Nation Personnel Policies Manual, and Healthy Start Act Regulations. Typing or Keyboarding certification of 65 wpm with no errors. Basic computer skills.

**Special Requirements:**

Valid Driver's License, Tribal Permit, First Aid and CPR certified, and Fire Safety. Typing or Keyboarding Certification of 65 wpm with no errors. Complete and favorable Background Investigation clearance is required.

**VETERANS PREFERENCE APPLIES**

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