

**ANETH CHAPTER  
JOB VACANCY ANNOUNCEMENT**

POSITION TITLE: Office Aide

Date Posted: 9/14/2012

WORKSITE LOCATION: Aneth Chapter Administration

Closing Date: 9/28/2012

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE:

Days: Monday - Friday

Permanent:

Hours: 8:00 - 5:00

Temporary:

Part-Time:

**DUTIES AND RESPONSIBILITIES:**

Performs repetitive tasks that are clear, detailed and accompanied by specific instructions; answers telephone and routes calls, takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries; types routine correspondence, reports, labels, and forms; files correspondence, reports and other documents alphabetically, numerically or by other prescribed method. Receives, logs in and distributes incoming mail; makes photocopies; may prepare and transmit facsimiles; processes documents or forms according to instructions; completes or enters data, making routine calculations and checking information for accuracy; may order, stock and distribute office supplies.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Knowledge of office telephone etiquette. Skill in reading, spelling, simple arithmetic, basic filing and recordkeeping. Skill in the operation of a variety of office machines including, personal computers, telephones and copiers. Skill in establishing and maintaining effective working relationships with others. Ability to follow oral and written instructions.

**Special Knowledge, Skills and Abilities:**

Prior experience in the office setting. May be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Work is performed in a typical office environment which involves minimal physical effort.

***The Aneth Chapter gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference.***