

**ANETH CHAPTER
JOB VACANCY ANNOUNCEMENT**

POSITION TITLE: Office Assistant

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:

Performes a range of secretarial and administrative office support work requiring the application of technical/administrative knowledge and the exercise of initiative, independent judgement and decision-making; performs related tasks. 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 filing systems; orients, monitors and oversees work of subordinate support staff; evaluates operations and recommends new or enhances policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Provides technical support to staff and officers by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules coordinates meetings, hearings, events and/or other similar activities. Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; provides information to others requiring in-depth knowledge of work, programs, projects and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations.

QUALIFICATION REQUIREMENTS:

Education and Training:

Knowledge of office management/administrative support practices and procedures; knowledge of policies, practices and procedures to assigned task; knowledge of a variety of computer software; skill in preparing records, reports and correspondence using appropriate formats; skill in filing records; skill in following oral and written instructions; skill in following and interpreting policy, procedures and regulations; skill in conducting research and preparing reports, documents and correspondence; skill in applying judgement in the release of confidential information; skill in establishing and maintaining effective working relationships with staff, officers and others.

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.