

**ANETH CHAPTER
JOB VACANCY ANNOUNCEMENT**

POSITION TITLE: **Office Assistant**

Date Posted: **7/2/2025**

WORKSITE LOCATION: Aneth Chapter Administration

Closing Date: **Until Filled**

WORKS DAYS/HOURS: POSITION TYPE:

Days: Monday - Friday

Permanent: ☐

Hours: 8:00 - 5:00

Temporary: ☒

Part-Time: ☐

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, 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:

A high school diploma or GED; and one (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Knowledge, Skills and Abilities:

Prior experience in the office setting. 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. 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.

**ANETH CHAPTER
JOB VACANCY ANNOUNCEMENT**

POSITION TITLE: **Solid Waste Transfer Station Attendant / Grounds Keeper**

Date Posted: **7/2/2025**

WORKSITE LOCATION: **Aneth Chapter Administration**

Closing Date: **Until Filled**

WORKS DAYS/HOURS: POSITION TYPE:

Days: **Monday - Friday**

Permanent: ☐

Hours: **8:00 - 5:00**

Temporary: ☒

Part-Time: ☐

DUTIES AND RESPONSIBILITIES: (Solid Waste Attendant) (Monday / Wednesday/ Friday Shift)

Under general supervision, assists residents in the use of the drop-off station and programs; inspects customers materials and directs them to the appropriate area; ensures that customers observe safe practices while on the site; maintains logs and records as required; performs routine grounds maintenance and landscaping. The Drop-Off Station Attendant collects, logs and balances fees received to ensure a compliant cash handling procedure.

DUTIES AND RESPONSIBILITIES: (Grounds Keeper) (Tuesday / Thursday Shift)

Performs minor maintenance and repair work; changes light bulbs, reset timer of furnaces and air conditioners; changes filters, drains water lines; prepares for winterization; maintains all grounds in a clean, safe manner; cultivates flower beds, applies fertilizer, insecticides, herbicides; mows and waters lawns; sweeps walkways and paved areas; trims shrubs and trees, weeds flower beds, plants trees, shrubbery, and flowers; cultivates soil, de-thatches lawn when needed; haul weeds and trash; operates a variety of hand and power tools in performing repair work; maintains and orders supplies; secures all equipment and supplies; maintains

QUALIFICATION REQUIREMENTS:

Minimum Qualifications

A high school diploma or GED

Relevant cashier work experience is preferred.

SPECIAL REQUIREMENTS:

Possess a valid state driver's license. Work requires exposures to loud noises, chemicals, toxic fumes, air/waterborne pathogens; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders, and lifting equipment, materials, household waste up to 80 lbs.

Registered voter of the Aneth Chapter

Special Knowledge, Skills and Abilities:

Knowledge of occupational safety and health regulations and guidelines.

Knowledge of preventive maintenance and repair of equipment and tools used in the

Knowledge of minor preventative maintenance and repair of facilities and grounds

Skill in following verbal and written directions.

Skill in maintaining a clean safe working environment.

Skill in using customer service techniques when responding to inquiries/complaints

Skill in establishing and maintaining effective working relationships.

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