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: Monday - Friday
POSITION TYPE:
Days: 8:00 - 5:00
Hours: Permanent: [ ]
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.