



EXTERNAL JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Executive Branch – Fort Defiance, Arizona
SALARY : \$14.2369 per hour
CLOSING DATE : Friday, May 24, 2024 at 5:00 PM

Class Summary:

This class is the first of four levels in the Administrative Support series. Incumbents perform basic clerical, record keeping, customer service, and receptionist duties in support of NHA offices. Responsibilities may include filing; faxing; copying; directing phone and walk-in customers; performing data entry; running standard reports; and preparing, receiving and distributing mail and/or shipments. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties..

Responsibilities:

- Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; greeting visitors; maintaining calendars; keyboarding information into databases; taking reservations; ordering meeting materials, food, and related items; making photocopies; faxing documents; requisitioning supplies; and word processing.
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
- Prepares, reviews, and/or processes a variety of routine correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; may maintain records and databases.
- Files documents alphabetically, numerically, or by other prescribed methods.
- Performs other duties of a similar nature or level.

Required Skills:

- Customer Services
- Modern office procedures, methods, and equipment;
- Basic filing and recordkeeping principles;
- Keyboarding techniques;
- Computer and related software applications.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- High School Diploma or GED and up to one year of general work experience.

How to Apply:

Applicants must submit or upload their resumes and transcriptions on our NHA website at www.hooghan.org by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit required documents online shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.