



JOB VACANCY ANNOUNCEMENT

LOCATION : Executive Branch – Fort Defiance, Arizona
SALARY : \$16.8326 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the third or four levels in the Administrative Support series. Incumbents perform the duties of the previous levels as well as more complex and non-routine administrative functions requiring a diverse knowledge of applicable laws, regulations, local customs, and departmental policies and procedures. Responsibilities may include preparing reports requiring the analysis or interpretation of data; preparing and proofing original documents and correspondence; conducting training sessions; assisting with the development of proposals; performing basic accounting functions for assigned area; coordinating event logistics; preparing materials for Board meetings and taking minutes; and coordinating on-going operational processes. Incumbents may provide direction to less experience staff. 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 a variety of administrative activities, which may include: making travel arrangements; scheduling and coordinating meetings; preparing materials for Board meetings; transcribing meeting minutes; performing basic accounting transactions and functions; and managing supervisor's and/or departmental calendar.
- Initiates, develops, processes, prepares and records paperwork, databases, spreadsheets, applications, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records.
- Collects, compiles, analyzes, and reviews information and/or data as directed.
- Coordinates department events including training sessions.
- Prepares, reviews, and/or processes a variety of correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; may maintain records and databases.
- May assist with budget preparation and maintenance; may approve expenses and/or prepare cost estimates to assist with preparing budget recommendations.
- May prioritize and assign work to lower level staff; monitor the performance of lower level staff and train staff on work methods and procedures.
- Performs other duties of a similar nature or level.

Required Skills:

- Utilizing modern office equipment;
- Providing customer service;
- Proofreading and editing documents;
- Preparing reports and forms
- Typing correspondence, memos, and/or other related information;
- Assembling and organizing data and information;
- Performing basic accounting functions;
- Facilitating training sessions;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- Associate's degree or two-year technical certificate or an Equivalency;
- Five years of administrative support experience.

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email the completed application packet to nahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, AZ 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 the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.