



TSÉ DÁÁ KÁÁN COMMUNITY CHAPTER
P.O. BOX 1288 | Shiprock, NM 87420
Office: (505) 368-1599
FAX (505) 368-1598
tsedaakaan@navajochapters.org



JOB ANNOUNCEMENT

POSITION: ADMINISTRATIVE ASSISTANT

TYPE: PERMANENT 40 HRS PER WEEK RATE: \$21.12 HR

WHERE: TSÉ DÁÁ KÁÁN CHAPTER- ¼ MILE NW OF FLOWING WATER CASINO

WHEN: OPEN JAN. 29, 2025 CLOSING: FEBRUARY 11, 2025

JOB DESCRIPTION:

This is a sensitive position that provides accountability to the chapter, accurate information and customer service to the community. Collaborates with Chapter Manager daily for all Administration functions. Coordinates administrative/technical support to the Chapter Manager and Chapter Officials; researching and compiling information, preparing weekly/monthly financial documents, conducting, and responding to inquiries. Conduct work matters in a professional manner. Serves as a liaison between community members, departments, and external entities. Complies with all Five Management System and Tse Daa Kaan Staff Policies. Knowledgeable and experienced with accounting systems, payroll, reconciliation, journal vouchers, and filing confidential documents.

QUALIFICATIONS:

An associate's degree in business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience. Proficient in Microsoft Office software or other computer applications.

PREFERRED QUALIFICATIONS:

Bachelor's degree in accounting or business. Three (3) years of budget, grants and financial management experience. Proficient in Microsoft Office software or other computer applications. Tribal accounting procurement experience. MIP accounting Software experience. Marketing software experience.

DUTIES:

- Composes meeting agenda, minutes, meeting material, public information, correspondences for supervisor review/signature.
- Reviews and checks documents for accuracy, completeness and conformance with applicable rules and regulations.
- May conduct orientation, monitor, and oversee the work of support staff.
- Evaluates office operations and recommends new or enhanced policies & procedures.
- Assists in administrative problem solving, Chapter initiative(s) planning, development and execution of stated goals and objectives; recommends actions or modifications as needed.
- Coordinates and schedules for meetings, hearings, events, interviews, appointments, and travel.



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- Able to reference, interpret, utilize, implement, and comply with the Chapter's Five Management System, Ordinance of the Council of Naataanii and Executive Manager, NN Code Title 26 and Budget Instructions Manual.
- May participate in hiring decisions and employee performance appraisals.
- Review, check and submit internal and external reports.
- Assists in submittals and follow-up of document(s) with external entities.
- Exhibits exemplary communication skills, which shall include written reports and correspondences, public speaking, and meeting facilitation.
- Performs other duties as assigned and requires irregular work hours when necessary.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of office management/administrative support practices and procedures.
- Knowledge of policies, practices, procedures, and terminology appropriate to the assigned function.
- Skill in verbal and written communication of a technical nature and conducting research.
- Skill in applying judgement in handling confidential information and effective working relationships with others.
- Skill in establishing and maintaining an effective working relationship, open communication, and positive interaction with public and co-workers.
- Skill in working collectively with local resources, departments, programs, State, Federal, Navajo Nation and County.
- Skill in following directions, problem solve and conduct themselves in a professional manner.
- Skill in public speaking, developing flyers for marketing, and Customer Service.
- Skill in organizational and leadership abilities.
- Skill in utilizing computers, various applications, and office equipment.

APPLICATION REQUIREMENTS:

Valid Driver's License or ID
 Social Security Card
 Resume or CV with Letter of Interest
 Background Check

OPENING DATE: January 29, 2025

CLOSING DATE: February 11, 2025

Email applications to: rmccabe@nnchapters.org

Call: 505-368-1599