

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1119505

Date Posted: 06/08/09

POSITION NO: 241883

Closing Date: 06/19/09

CLASS CODE: 1964

POSITION TITLE: PLANNING AIDE

DEPARTMENT NAME: NAVAJO DEPARTMENT OF TRANSPORTATION

DEPARTMENT NO: 111 WORKSITE LOCATION: CROWNPOINT, NEW MEXICO

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N550A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 16,952.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.15 Per Hour

DUTIES AND RESPONSIBILITIES:

Assist in compilation and availability of information and planning statistic on transportation planning and transportation projects for Agency Roads Committee meetings and general public. Summarizes information from maps, reports, field investigations and research. Compile reports, production and distribution. Assist in transportation planning accident data collection; collecting data from police districts. General office functions, answer telephone, log calls, take messages, assist with customer services, receive incoming/outgoing mail, responsible for daily time log (in/out) for office staffs; maintain effective filing of transportation record/documents for agency office.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years of work experience in planning studies, development, research or closely related area; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Must be fluent both the Navajo and English languages. *(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)*

Special Knowledge, Skills and Abilities:

Microsoft Excel, Microsoft Access, Microsoft Word,

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99