



SAN JUAN CHAPTER

Rickie Nez
Council Delegate

President

Sophina A. Tyler
Vice President

Deidra Cly-Ryals
Secretary / Treasurer

Herbert Cly
Farm Board Representative

Shirley Tsosie
Grazing Representative

THE NAVAJO NATION SAN JUAN CHAPTER JOB VACANCY ANNOUNCEMENT

POSITION: ADMINISTRATIVE ASSISTANT

WORKSITE: SAN JUAN CHAPTER **WORK HOURS:** 8:00 AM–5:00 PM **WORK DAYS:** MONDAY–FRIDAY
REGULAR FULL TIME POSITION

PER ANNUM: \$43,929.60

CLOSING DATE: FRIDAY, May 23, 2025 AT 5:00 PM

MINIMUM QUALIFICATIONS:

- An Associate's degree in Business or Public Administration or closely related field; and three (3) years of experience working with chapters in areas of community and economic development; or an equivalent combination of education and experience.
- Valid Driver's License

PREFERRED QUALIFICATIONS:

- Two (2) years of experience in Book keeping. Microsoft Office software. Basic budgeting procedures and office management.
- Two (2) years of experience in the record keeping, customer service, administrative assistant.

The application can be picked up in person or the application can be printed off the website:

<https://sanjuan.navajochapters.org>.

Required Upon Submission:

Completed application including all fields and signature

Copy of HS Diploma / GED Certificate

Copies of transcripts and degree(s) to receive credit for education

Certifications (i.e. First Aid, CPR, etc.)

Copy of Valid State Driver License/ID

Optional To Receive Preference:

Navajo preference: Certificate of Navajo Indian Blood (CNIB)

Veterans preference: Form DD214 and /or DD215 and Application for Veterans Preference

Non-Navajo Spouse Preference: Proof of marriage by a marriage license, proof of residency and spouse's

Certificate of Navajo Indian Blood (CNIB)

Submission Options: In person or Email to: sanjuan@navajochapters.org.