



VACANT, President

Craig Tsosie, Vice President

Christopher T. Bahe, Secretary/Treas.

Brenda Jesus, Council Delegate

Raymond Castillo, Grazing Official

Teresa Tabaha, AMS

Dr. Buu Nygren, Navajo Nation President
President

Richelle Montoya, Navajo Nation Vice

Job Vacancy Announcement

Temporary PEP Employment

Office Assistance Position

Open date: August 20, 2025

Closing date: Open until filled

Monday – Friday: 8:00 am to 5:00 pm

Hourly Rate: \$12.59

Employment applications are available at the Administration Office

Duties and Responsibilities:

- Answer telephone calls and take messages and /or direct calls to appropriate personnel.
- Greets visitors.
- Responds to questions from the general community members/public.
- Directs people to appropriate resources.
- Receives, logs and stamps incoming mail, documents, etc.
- Sorts and distributes incoming and outgoing mail.
- Maintains electronic and/or hard copy of files.
- Prepares photocopies or facsimiles.
- Follows up on processes or items as needed for Chapter.
- Prepares work orders, supply requisitions.
- Obtains appropriate signatures: monitors, orders, and maintains office supplies, and maintains inventory.
- Other duties as assigned.

Knowledge, skills and abilities:

- Computer Operations/Software.
- Filing/Records keeping.
- Office equipment, copier, fax, telephone, etc.
- Excellent Customer Services Skills

Other requirements:

- Driver's License or State ID

ST. MICHAELS CHAPTER – P.O. BOX 829 – ST. MICHAELS, ARIZONA 86511

Phone: (928) 871-7842 - Email: stmichaels@navajochapters.org



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- Incumbent must obtain a Navajo Nation Operator's Permit within 90 days of date of hire.