



**THE
NAVAJO
NATION**

TEESTO CHAPTER
P.O. BOX 7385 – Teesto CPU
Winslow, Arizona 86047
Phone: (928) 657-8042 – Fax: (928) 657-8046



"Saddle Butte Mountain"

VACANCY ANNOUNCEMENT

Public Employment Program (PEP) — FY2027

OFFICE AIDE

Position Title	Office Aide
Announcement No.	TC-PEP-FY27-09001
Number of Positions	One (1)
Status / Hours	Temporary, Full-Time — 40 hours per week (Monday–Friday, 8AM – 5PM)
Wage	\$12.59 per hour (as approved in the FY2027 PEP contract budget)
Program / Funding	Navajo Nation Public Employment Program (PEP) -FY2027 Contract
Term of Employment	On or about October 1, 2026 through September 24, 2027 (contingent upon FY2027 PEP contract award and funding availability)
Work Location	Teesto Chapter House, Teesto, Arizona - Navajo Nation
Reports To	Chapter Manager / Community Services Coordinator
Opening Date	September 10, 2026
Closing Date	September 22, 2026 at 5:00 p.m. (DST)

POSITION SUMMARY

Under the supervision of the Chapter Manager, the Office Aide provides front-counter customer service and clerical support to the Teesto Chapter administration. The position assists with the Chapter's office management and records management functions, supports chapter and committee meetings, and assists community members with chapter services and application intake.

DUTIES AND RESPONSIBILITIES

- Greet and assist community members at the front counter; answer, screen, and route telephone calls and take accurate messages.
- Assist community members with chapter service applications (emergency assistance, veterans, housing, burial, and related programs); check packets for completeness and log intake.
- File, copy, scan, and maintain chapter records and filing systems in accordance with the Chapter's records management procedures; safeguard confidential and personnel-related information.
- Prepare meeting materials for regular and special chapter meetings, including agendas, sign-in sheets, resolution packets, and handouts; assist with meeting set-up and note taking as assigned.
- Post public notices, agendas, and announcements on the chapter bulletin board and community posting sites within required timeframes.
- Assist with receiving and logging deliveries, supply orders, and property inventory count sheets.
- Maintain office equipment and supply logs; notify the Chapter Manager of supply and repair needs.
- Assist with community events, special projects, and other duties as assigned by the Chapter Manager.



RECEIVED

9/10/26 DY



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MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Ability to read, write, and communicate clearly in English.
- Basic computer skills, including word processing, spreadsheets, email, and office equipment (copier, scanner, printer).
- Ability to maintain strict confidentiality of chapter, personnel, and community member information.
- Ability to work courteously with the public, chapter officials, and staff.
- Valid state driver's license and insurable driving record.

PREFERRED QUALIFICATIONS

- Ability to speak and understand Navajo.
- Prior clerical, front office, or customer service experience.
- Familiarity with Navajo Nation chapter government and the Local Governance Act (Title 26).

APPLICATION REQUIREMENTS

A complete application packet must include the following. Incomplete or late packets will not be considered.

- Completed Navajo Nation Chapter Employment Application (available at the Teesto Chapter House)
- Current resume listing work history, dates of employment, and references
- Copy of high school diploma, GED, or higher education transcripts/degree
- Copy of Certificate of Indian Blood (CIB) if claiming Navajo Preference
- Copy of valid state driver's license and a current 39-month Motor Vehicle Report (MVR)

HOW TO APPLY

Submit complete application packets to Clara Williams, Chapter Manager, by any of the following:

- Hand delivery: Teesto Chapter House, Monday–Friday, 8:00 a.m. – 5:00 p.m.
- Mail: Teesto Chapter, P.O. Box 7385, Winslow, AZ 86047 (postmark not accepted in place of receipt by the closing date and time)
- Email: cwilliams@nnchapters.org — all documents in a single PDF attachment

For questions, contact the Teesto Chapter House at (928) 657-8042.

CONDITIONS OF EMPLOYMENT AND NOTICES

- Navajo Preference applies in accordance with the Navajo Preference in Employment Act, 15 N.N.C. § 601 et seq.
- Selection will be conducted under the Teesto Chapter Personnel Policies and Procedures (Five Management System — Personnel Management) and applicable Navajo Nation policies. Applicants will be screened by the Chapter's screening/interview committee; only those selected for interview will be contacted.
- This is a temporary, grant-funded position. Continued employment is contingent upon PEP contract award, funding availability, and satisfactory performance. Employment does not create a right to continued or permanent employment.
- Teesto Chapter is an Equal Opportunity Employer, subject to Navajo Preference.

Posted by authority of the Teesto Chapter Administration — Clara Williams, Chapter Manager