

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR1132732

Date Posted: 01/03/11

POSITION NO: 208605

Closing Date: 01/14/11

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: Navajo Occupational Safety & Health Administration

DEPARTMENT NO: 113 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N58A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8 am - 5pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides and coordinates administrative and technical assistance to the Department Director and Senior Safety Technicians by preparing correspondences, compiling reports, providing documents Department Director's review and signature . Assists in the development of the annual department budget. Prepares procurement documents such as Purchase Requisitions, RDPs, Travel Authorizations, SSOs etc. Coordinates meetings/conferences amongst the Department staff; prepares and completes travel arrangements; maintains communication between the department and the division office. Maintains personnel records and annual evaluations for Department staff; assists with development of complex reports for presentation to the Division Office, Office of the President/Vice-President and/or Oversight Committee(s). Maintains front office coverage including, but not limited to incoming phone calls, customers and incoming mail. Must maintain a consistent filing system and mail/call log system and pending/complete assignment log. Must maintain complex filing system of Investigations, Citations, Orientations as requested by Navajo Nation Departments, Programs, Divisions, Entities, Enterprises and Private Sector Organizations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

Two (2) years general office or related experience, or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge in Navajo OSH Act of 2000. Knowledge in Navajo Nation Policies and Procedures, Navajo Nation Procurement Policies, Navajo Nation Budget and Travel Policies; Microsoft Office 2007 Software Applications; Accounting and Spreadsheets; must be able to interpret policies to assure compliance by staff; maintain good communications skills, written and oral; provide adequate customer service. Trained as FMIS user and P-Card user/reconciler, preferred.

License/Certification Requirements:

PREFERRED: State Issued Drivers License, Navajo Nation Drivers Permit (obtain within Introductory period)

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