

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0132745

Date Posted: 01/03/11

POSITION NO: 203366

Closing Date: 01/14/11

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: Division of Natural Resources/Navajo Land Department

DEPARTMENT NO: 13 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Under supervision of the Navajo Land Department, the Office Specialist will manage the agency office within little supervision and control the office automation for the Shiprock Agency (14 Chapters) in coordination with Chapter Officials/Administration; Fish & Wildlife; Historic Preservation Dept.; BIA Realty Office; Law Enforcement Office; District-Peace Making Courts; and the general public. The Office Specialist will conduct researches and ensure homesite applicants are accurate and appropriate clearance (archaeological survey clearance-Culture Resources Compliance Form; Grazing Permit Holders Consents) are package to the homesite lease (HSL) application. Legal survey plats with appropriate legal descriptions. The Office Specialist will handle all land documents to be uploaded into the Navajo Title Plant for recordation or records, right-of-way, easements mission site leases and maintains computer data based of all homesite lease survey. Provides presentation at chapters and community meetings to explain the homesite regulation for compliance; handle mission site leases for the agency; produce monthly/quarterly/annual reports for the supervisor; and handle written and verbal communication to the general public, chapters ;

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; supplemented by courses in general office procedures; and

Experience:

(2) two 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:

Basic knowledge of Office Automation; Skills in English composition, grammar and punctuation, accounting principles; prepared clear and comprehensive reports, knowledge of variety of computer software, word processing, data base, and spreadsheet application. Ability to communicate verbal and develop reports, research and analyze technical information from a legal survey plat .

License/Certification Requirements:

Must possess a valid state driver's license and obtain a Navajo Nation vehicle operator's permit

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