

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01222533

DATE POSTED: 01/03/22

POSITION NO: 244906

CLOSING DATE: 01/14/2022 by 5pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/ Minerals Department, Audit Program/ Window Rock, Arizona

WORK DAYS: M-F REGULAR FULL TIME: GRADE/STEP: BQ60A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 32,635.44 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.63 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Provide professional customer service by answering incoming telephone calls and greeting customers; receive, log and distribute mail timely; run required errands; prepare and monitor all forms, reports, memorandums and letters; maintain a professional filing system, both electronically and manually; maintain all personnel documents, gas plant statements, gas documents, royalty reports and royalty payments, agreements and assignments, etc.; maintain and reconcile all royalty payments received by the companies; prepare and monitor administrative documents such as time sheets, mileage reports, travel authorization requests, personnel action forms, requests for direct payments, interdepartmental charge requisitions, work orders, justification memorandums, professional service contracts, Section 164 Review Form, procurement of goods and supplies, etc.; File, scan, shred, and copy documents; maintain and inventory all office supplies, equipment, and audit files through inventory list; Maintain and monitor required certification, such as Continuing Professional Education hours, Personal Identity Verification cards, Navajo Nation Driver's License and identification cards, Personnel Evaluation Forms, etc.; Maintain program budget; Assist with reconciling program budget and FMIS reports; Schedule online and in-person meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED supplemented by thirty-six (36) college credit hours in Business or closely related fields; and two (2) years of responsible office experience; or an equivalent combination of education and experience. Preferable an associate degree in Secretarial Science, Business or related field.

Special Requirements:

- Posses a valid driver's license.
 - A favorable background investigation.
- FMIS Certified or become FMIS certified within 180 days of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation polices, processes and procedures.
Proficient in Microsoft Office Word and Microsoft Office Excel.
Knowledge of FMIS.
Must be able to work independently and be able to follow oral and written instructions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.