

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | DNR01222540 | DATE POSTED: | 01/05/22 |
| POSITION NO: | 154836 | CLOSING DATE: | 01/19/2022 by 5 PM |
| POSITION TITLE: | Senior Office Specialist | | |
| DEPARTMENT NAME / WORKSITE: | Minerals Department / Window Rock, Arizona | | |
| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS: | 8 AM - 5 PM | PART TIME: | <input type="checkbox"/> |
| SENSITIVE | <input checked="" type="checkbox"/> | SEASONAL: | <input type="checkbox"/> |
| NON-SENSITIVE | <input type="checkbox"/> | TEMPORARY: | <input type="checkbox"/> |
| | | NO. OF HRS./WK.: | |
| | | DURATION : | |
| | | GRADE/STEP: | BQ60A |
| | | \$ | 32,635.44 PER ANNUM |
| | | \$ | 15.63 PER HOUR |

DUTIES AND RESPONSIBILITIES:

Provides professional customer service, answers phone calls and provides information or refers to appropriate staff; greets visitors; picks up mail, logs and distributes mail; prepares outgoing mail and timely delivers to post office; logs incoming and outgoing documents; researches and responds to requests for information; composes emails, memos, letters and reports; creates supporting schedules and documents; creates and maintains hard copy and electronic filing system; files, scans, shreds, and copies documents; runs errands; schedules meetings; prepares travel authorizations, mileage reports, official department timesheets, personnel action forms, budget revision requests, back pay forms, interdepartmental charge requisitions, requests for direct payment and other administrative forms necessary in operation of department; prepares, creates 164 document numbers; processes and monitors 164 review documents; prepares cover memos and professional service contracts; inventories, orders and maintains supplies and equipment using procurement process; oversees administrative needs and requirements for staff including PCards, certifications, permits, training, evaluations, step increases, merit pays; assists with developing annual budget, monitors expenditures, maintains equipment inventory record for insurance purposes; maintains personnel records, budget reports and financial records; ensures staff are adhering to applicable Navajo Nation policies and department procedure as they relate to work duty, office hours, and leave; keeps department staff updated on changes to administrative policies and procedures; oversees building maintenance; assists management in streamlining work processes to ensure efficiencies; develops meeting agendas and makes travel arrangements; works closely with accountant to coordinate purchases, expenditures, and open items for budget reconciliation; communicates effectively with staff, departments, Federal agencies, and clients. Assists with special projects as needed, including preparing PowerPoints presentations, hosting clients and events.

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 field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's License.
- A favorable background investigation.

(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:

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