

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS13116900
POSITION NO: 940795
POSITION TITLE: _____

DATE POSTED: 01/11/19
CLOSING DATE: 01/25/19

Office Specialist

DEPARTMENT NAME / WORKSITE: DPS/Navajo Police Department, Twin Arrows, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR58A
WORK HOURS: 8:00 a.m.-5:00 p.r PART TIME: NO. OF HRS./WK.: _____ \$ 25,355.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 12.19 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Greets and assist the general public and directs them to the appropriate personnel, departments or resources. Answers telephone, routes calls, and/or takes messages; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Requires minimal travel to and from headquarters to deliver/receive inter-departmental mail, timesheets, and payroll. Responsible for organizing personnel travel arrangements, prepare meeting agendas and packets, scheduling and notifying participants/personnel and requesting the use of a facility. Assist in the preparation of department reports (monthly, quarterly and annually) and other duties assigned.

Receives, records all incoming and outgoing mail, distributes mail; responds to requests for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database; makes routine calculations and checks information for accuracy; may order, stock and distribute office supplies. Maintain personnel folders and ensure that the information contained is secured and kept confidential. Handling money orders issued to the Navajo Nation for services provided, i.e. background and copies of records.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related 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:

- Knowledge of basic clerical and office support practices and procedures.
- Knowledge of computer software, word processing, database and spreadsheet applications.
- Knowledge of microfiche processing and storage.
- Knowledge of the operation and maintenance of camera equipment related to microfilm storage.
- Skill in preparing a variety of records, reports and correspondence.
- Skill in the use of personal computers and applicable software applications.
- Skill in maintaining filing and records systems.
- Skill in following oral and written instructions.
- Skill in operating office equipment, including computer programs.
- Skill in English composition, grammar and punctuation.
- Skill in applying judgment in the release of and safeguarding confidential information.
- Skill in preparing clear and comprehensive reports.
- Skill in establishing and maintaining effective working relationships.

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