

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07222607 DATE POSTED: 01/11/22
POSITION NO: 944517 CLOSING DATE: 01/25/2022 by 5 PM
POSITION TITLE: Office Specialist (S)
DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ58A
WORK HOURS: 40 hrs/week PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Incumbent of this position will provide administrative support to the DBMHS Central Administration. Daily duties/tasks will include receptionist duties including screening telephone calls, routing calls, and taking messages, greeting and directing visitors as appropriate; responds to routine questions from the DBMHS sites and public; directs people to appropriate sources; at times may be required to provide public with specifics such as program information; researches and responds to requests for general information; composes, types, and edits correspondence, reports, records, and forms; enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies, facsimiles and scans; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; transcribes minutes of meetings.

Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, order and maintains office supplies, inventory and equipment; check mail and run errands when needed.

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:

- A favorable background investigation.
- 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 applicable policies, practices and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; knowledge of a variety of computer software, work processing, database, and spreadsheet applications.

Skill in preparing a variety of records, reports, correspondence using standard computer software; skill in maintaining electronic and/or hard copy filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English composition, grammar, and punctuation; skill in basic math, cash receipting and accounting principles; skill in establishing and maintaining effective working relationships; skill in preparing clear and comprehensive reports.

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