THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0279736**	DATE POSTED:	**01/12/15**
POSITION NO:	**233891**	CLOSING DATE:	**01/26/15**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DGS/Fleet Management Department/Chinle, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of office support work of moderate difficulty performing a full range on clerical assignments and resolving problems that are of a non-technical nature; applies specialized functional knowledge to independently analyze and respond to matters within established limits; performs related work as assigned.

Screens telephone calls takes messages, greets customers as appropriate; responds to routine questions from customers; provides customers with specifics such as department information; researches and responds to requests for general information; composes, types and edits correspondence, report, records and forms, enters and verifies data in a computerized systems and prepares reports from personalized data; complies reports; identifies sources and extracts necessary information; performs specialized calculations.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangement; receives, data stamps, incoming and outgoing mail; reviews reports, records, accounts and other documents for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies or facsimiles; processes employee and office forms; prepares employee timesheets; tacks and maintains records and status of processes used in department, process monthly and quartley reports on fuel and vehicle rentals; maintain vehicle rentals, mileages and daily charges; transcribes minutes of meetings.

Prepares purchase requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may receive money, prepare receipts and log in money received on financial documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting;
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

- Posses a valid state driver's license.

(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, word 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 comply filling/records systems.
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.

<<A favorable background investigation is required>>

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