

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7018416

DATE POSTED: 01/13/14

POSITION NO: 241364

CLOSING DATE: 01/27/14

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Head Start - Administration; Window Rock, AZ

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: AA60A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 29,120.00 PER ANNUM

SEASONAL: Duration: _____ \$ 14.00 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information requiring comprehensive knowledge of Navajo Head Start, Navajo Nation and Department of Dine' Education policies, procedures, plan of operations and performance standards. Assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files. Maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings.

Is responsible to receive all human resource and personnel documentation to ensure effective and productive processing of all department of personnel documents. Ensures all Navajo Head Start employees are properly maintained in the database and a hard copy in their respective personnel files.

Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures, and monitors/checks for accuracy; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's degree in Secretarial Science, Business or related field; and three (3) years responsible office experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications.

(In order 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 clerical /office support practices & procedures. Knowledge & skills in preparing a variety of computer software, word processing, database, and spreadsheet applications. Skill in performing variety of clerical functions at a technical or secretarial support level in an office. Skill in records management, operating office equipment. Skill in following oral and written instructions. Skill in English composition, grammar and punctuation. Skill in transcribing meeting minutes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures

Special Requirements:

Position requires a background check and suitability assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit. A favorable background investigation is required prior to date of hire.

VETERANS PREFERENCE APPLIES

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