

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1362779

Date Posted: 01/18/11

POSITION NO: 236147

Closing Date: 01/31/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Shiprock Local Governance Support Center

DEPARTMENT NO: 136 WORKSITE LOCATION: Nenahnezad Chapter

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 40 hours per week

Temporary:

Duration: \_\_\_\_\_ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Screens telephone calls, route calls, takes messages, greets and directs visitors as appropriate, responds to routine questions from the public; directs people to appropriate sources; provides 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 computerized system and prepared reports from provided data; compiles reports; identifies sources and extracts necessary information, performs specialized calculations.

Arranges meetings and conferences; schedule appointments and interviews; makes travel and lodging arrangements; receives, date stamps, log-in, sort and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy and conformity within established procedures, maintain electronic and/or hard copy files; prepares photocopies or facsimiles; process employee and office forms; track and maintains records and status of processes used in department; follows up on processes or items as needed; transcribe minutes of meetings. prepare work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signature, monitors, orders and maintain office supplies, inventory and equipment may receive money, prepare receipts of payment and log in money received on financial documents; may coordinate the work of other and train new employees

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; supplemented by courses in general office procedures; and

**Experience:**

Two years (2) general office or related 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. Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices and procedures related to work assignments. Knowledge of basic clerical/office support practices and procedures. Knowledge of variety of computer software, word processing, database and spreadsheet applications. Skilled in preparing a variety of record, reports correspondence using standard computer software. Skilled in maintaining electronic and/or hard copy filing/records system. Skilled in following oral and written instructions. Skilled in English composition, grammar, and punctuation. Skilled in basic math, cash receipts, and accounting principles. Skilled in establishing and maintaining effective working relationship. Skilled in preparing clear and comprehensive reports.

**License/Certification Requirements:**

Valid state driver's license, preferred but not required.

**Physical Requirements and Work Environment:**

*Work is performed in a typical office environment.*

**VETERANS' PREFERENCE APPLIES**

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