

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

REQUISITION NO: DED0142786

Date Posted: 01/18/11

POSITION NO: 158076

Closing Date: 01/31/11

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Division of Economic Development - Western Regional Business Development Office

DEPARTMENT NO: 14 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N60A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 12.51 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs a full range of clerical and technical support work of moderate difficulty requiring independent judgment for the Western Regional Business Development Office; researches and respond to requests for general information requiring comprehensive knowledge of various policies and procedures; types correspondences pertaining to specialized and administrative reports/documents: contracts, resolutions, leases, agreements, SAS, memorandum of understanding, travel authorization, supplies and services procurement, etc.; ascertain nature of business and provide general information or directs to appropriate authority for disposition, as such as, answering and screening telephone calls, greeting visitors (client, tribal official, lessee, etc.), receiving and distributing incoming and outgoing documents, replying to inquiries, etc.; schedule, coordinate, arrange and confirm meetings, hearing, event, interview, appointments, travel and lodging; obtain relevant information from a variety of source to provide summaries on report, resolution, agreement, correspondence, etc.; prepares material for conference, travel, meeting, appointment, etc.; maintain a complex filing system; participate in program budget preparation; monitor expenditure and compile status reports; provide the general, public, and lessee of in-depth knowledge of program function.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Secretarial Science, Business or related field; and **(to receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)**

**Experience:**

three (3) years responsible office experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices, and procedures related to work assignment; a variety of computer software, word processing, database, and spreadsheet applications. Skill in filing and records systems; organizing work efficiently and exercising independent judgement in making appropriate decisions concerning work methods.

**License/Certification Requirements:**

**VETERANS PREFERENCE APPLIES**

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

*Revised: 1-15-99*