THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR1262799** | Date Posted: **01/18/11**

POSITION NO: 240466 | Closing Date: **01/31/11**

CLASS CODE: 1366

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: **Division of Natural Resources - Fish and Wildlife Department**

DEPARTMENT NO: 126 | WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 am-5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N580A

SALARY:
$ 21,944.00 Per Annum
$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general superivsion, performs a variety of office support work, clerical assignments and operates and maintains the department's data management systems, records management systems and computer data bases. Performs general office duties such as answering telephones, provides information on fish and wildlife matters to the general public; types financial and human resource documents and processes such documents with appropriate Navajo Nation governmental entities and performs other related clerical duties. Implements the Department's records management system to maintain all tribal and federal documents and files; and uses automated systems to maintain and update client information, maintains an inventory of automated records on an annual basis. Provides internal training to Department personnel on the logistics and procedures of the records management system to ensure uniformity and consistency. Provides assistance to administrative staff in preparing proposals, budgets, establishing annual goals and objectives and updating Department policies and procedures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by general courses in general office procedures.**(to receive full credit for education, training and experience applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Two (02) years experience in general office duties, computer use, database systems or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform prescribed duties.

Special Knowledge, Skills and Abilities:

Knowledge in basic principles of microcomputer hardware and software operations, database operations, knowledge of the Department of Fish and Wildlife big game hunt draw process and records management systems.

License/Certification Requirements:

Valid State Drivers License required.

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***