THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE08011361**	DATE POSTED:	01/25/16
POSITION NO:	203724	CLOSING DATE:	02/05/16
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	Office of Diné YOUTH - Tuba City, AZ		
WORK DAYS:	M-F; some weekends	GRADE/STEP:	AB58A
WORK HOURS:	8-5; some evenings	$ 24,128.00	PER ANNUM
		$ 11.60	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

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, routes calls, and take 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 the general information; Strong communication, computer, teamwork skills; composes, types and edits correspondence, reports, records and forms, enters and verifies data in computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; performs specialized calculation. Arrange meetings and conferences; schedules appointments and interviews; makes travel/lodging arrangements; receives, date, stamps, log in, sorts and distributes incoming/outgoing mail; reviews reports, records, accounts or other document for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies/facsimile; processes employee/office forms; tracks and maintains records; follows up on requisitions; Prepares work orders, supply requisitions/related documents within established limits and procedures; obtains appropriate signatures; monitors, orders, maintains office supplies, inventory and equipment; may receive money receipts of payment/log in money received on financial documents; coordinate the work of others and train new employees. And other duties as assigned.

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:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Fluency in both the English and Navajo Language preferred.

(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/procedures. Knowledge of a variety of computer software, work processing, database and spreadsheet applications. Skills in following written and oral instructions. Skill in preparing clear and comprehensive reports, correspondence and a variety of records, using standard computer software. Skills in English composition, grammar and punctuation. Skill in maintaining electronic and/or hard copy filing/records systems. Skills in establishing and maintaining effective working relationship. Some Payroll experience, booking skills a must. Self motivated, organized and quality conscious, must work independently.

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