

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1328433

DATE POSTED: 01/27/14

POSITION NO: 944270

CLOSING DATE: 02/07/14

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DPS/Department of Criminal Investigations / Tuba City, AZ

WORK DAYS: Split-Shift REGULAR FULL TIME: GRADE/STEP: Y58A

WORK HOURS: Split-Shift PART TIME: NO. OF HRS./WK.: 40 \$ 23,420.80 PER ANNUM

SEASONAL: Duration: \$ 11.26 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide office management duties pertaining to receiving and screening incoming telephone calls and routing to appropriate staff and/or take messages. Greet the public, staff, and co-workers and provide assistance to various inquires. Compose, type, and edit memorandums, correspondences, reports, records, and various forms. Enter and verify data entered into the database and prepare all appropriate statistical reports. Compile reports and assist supervisor and criminal investigators in drafting and finalizing various reports. On behalf of the district, supervisor and staff, arrange meetings and conferences. Schedule appointments for staff. Make travel arrangements. Receive, log in, distribute, and send out incoming/outgoing mail. Maintain a filing system for office personnel, correspondences, and other files as required. Maintain record of vehicle maintenance. Prepare purchase requisitions for supplies and equipment. Maintain the inventory of all supplies and equipment. May provide monitoring activities related to budget spending. May receive money and prepare receipts of payment in accordance with all policies and procedures regarding the maintenance of such incoming/outgoing money. May coordinate the work of others and train new/temporary employees.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; supplemented by courses in general office procedures and two (2) years general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(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 applicable policies, practices and procedures related to work assignment; of basic clerical/office support practices and procedures; and of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintaining electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in basic math, cash receipting and accounting principles; in establishing and maintaining effective working relationships; and in preparing clear and comprehensive reports.

Special Requirements:

PREFERRED: Must possess a valid State Driver's license; successful completion of a background check prior to employment. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit,

VETERANS' PREFERENCE APPLIES

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