

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0727489

Date Posted: 02/11/13

POSITION NO: 944394

Closing Date: 02/25/13

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 40 hrs.

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a full range of clerical work or technical support work for the Dilkon Outpatient Treatment Center that includes overall administrative support. Completes assignments within a matrix of office procedures; performs related work as assigned. Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports.

Monitors expenditure and compiles status reports at the center level; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures, and monitors/checks for accuracy; receives, logs and distributes incoming/outgoing mail; makes photocopies; transcribes when needed; monitor and submit orders for supplies.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business or related field; and

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.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Depending upon the needs of the 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 and procedures related to work assignment; knowledge of clerical/office support practices and procedures; knowledge of a variety of computer software, word processing, database and spreadsheet applications.

Skill in preparing a variety of computer software, work processing, database and spreadsheet applications; skill in performing a variety of clerical functions at a technical or secretarial support level; skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods; skill in maintaining filing and systems records; skill in operating office equipment; skill in following oral and written instructions; skill in writing, grammar and punctuation; skill in establishing and maintaining effective working relationships with others.

License/Certification Requirements:

Valid State Driver's license (PREFERRED)

VETERANS' PREFERENCE APPLIES

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