THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0129734**	DATE POSTED:	**02/23/15**
POSITION NO:	**949154**	CLOSING DATE:	**03/06/15**
POSITION TITLE:	**Senior Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DNR/Minerals Department/Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized 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 call to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports.

Participates in preparation of program budget; monitors expenditures and compiles status reports; 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; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meetings; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's Degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

Preferred Qualifications:

- Two (2) years of general administrative experience, including customer service.
- FMIS Certification.
- Proficiency in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(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:

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