

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DCD13914895</u>	DATE POSTED:	<u>02/26/18</u>
POSITION NO:	<u>244099</u>	CLOSING DATE:	<u>03/16/18</u>
POSITION TITLE:	<u>Office Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Division of Community Development / Administrative Service Centers / Baca, NM</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>A158A</u>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>24,731.20</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>11.89</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Greets, answers, screens, and directs visitors and telephone calls to appropriate personnel; conveys information both orally and in writing; answers inquiries regarding policies and procedures; directs clients to appropriate resources; keeps staff informed of scheduled meetings for the field office, provides materials, and initiates requests for information.

Assists with preparation for meetings and special events by gathering information and material; duplicates, sorts and distributes various documents; maintains departmental calendars; sends, receives and distributes faxes and e-mail; maintains inventory of office supplies and orders as necessary; operates standard office equipment. Makes travel arrangements, i.e., meeting space and lodging. Prepares travel authorizations. Compiles a variety of comprehensive reports. Processes employee forms, tracks and maintain records and status of processes. Maintain office and agency chapter phone directory.

Prepares routine correspondence, composes and edits, reports, spreadsheets, forms and agendas; some reports may require research and analyzing. Prepares travel authorizations, travel reports, purchase requisitions, request for direct payments, interdepartmental charge requests, and supply order. Reviews documents for accuracy and completeness prior to finalization and submittal to Central ASC Office. Assists with maintaining filing systems - electronic and hard copy files, periodic purging and updating. Enters, edits and retrieves data. Receives timesheet, leave requests and maintain a master timesheet for office.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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 and procedures.

Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.

Skill in preparing a variety of records, reports, correspondence using standard computer software; maintaining electronic and/or hard copy filing/records systems; operating office equipment, including computer programs.

Skill in following oral and written instructions; in English composition, grammar, and punctuation.

Skill in basic math, cash receipting and accounting principles.

Skill in establishing and maintaining effective working relationships.

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