THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0572918** Date Posted: **02/28/11**

POSITION NO: 240373 Closing Date: **03/11/11**

CLASS CODE: 1366

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: Division of Social Services - Chinle Region

DEPARTMENT NO: 57 WORKSITE LOCATION: CCDF/Case Management Unit, Chinle, Arizona

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N580A

SALARY:
$ 21,944.00 Per Annum
$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Screen telephone calls, routes calls, and takes 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 general information. Composes, types, and edits correspondences, reports, records, and forms; enters and verifies data a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; performs specialized calculations.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, data stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures;

Maintains electronic and/or hard copy files; prepares photocopies of facsimiles; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; Transcribes minutes of meetings. May coordinate the work of others and train new employees. May receive money, prepare receipts of payment and log in money received on financial documents;

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

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. Some positions may require specific licenses or certifications. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

VETERANS PREFERENCE APPLIES

Special Knowledge, Skills and Abilities:

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***