

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV0042990

Date Posted: 03/14/11

POSITION NO: 242038

Closing Date: 03/25/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Church Rock NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the Administrative Assistant, performs a variety of office support work of moderate difficulty performing a full range of clerical assignments. Screens calls, routes calls, and take messages; greets and directs visitors as appropriate; responds to routine questions from the public; provides public with program information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; maintains electronic and/or hard copy administration files; Submits monthly reports of vehicle reports to Fleet Management; responsible for preparation and deposit of lost badge fees; composes, types, and edits correspondence using a computerized system; prepares photocopies and facsimiles.

Prepares documents such as purchase orders, supply requisitions, ICRs, and other routine administrative office documents within established limits and procedures; monitors, orders, and maintains office supplies, inventory, and equipment; arranges meetings and conferences; schedules appointments and interviews; assists the enforcement department in issuing Vendor and Visitor badges as appropriate; may provide clerical assistant to Enforcement, Surveillance, and Slot Compliance Staff on site; will run errands and deliver mail on a regular basis to the main NGRO office and other duties as assigned.

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

**Special Knowledge, Skills and Abilities:**

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of a variety of computer software, word processing, database, and spreadsheet applications; skill in preparing correspondence using standard computer software; skill in operating office equipment; ability to type a minimum of 45 word per minute (WPM).

**License/Certification Requirements:**

Must be able to obtain a gaming license/certification from the State of Arizona and/or the State of New Mexico and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license. Must be able to obtain Navajo Nation driver's permit. Must be able to obtain a New Mexico Public Notary.

**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**