

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u> OOC06911580 </u>	DATE POSTED:	<u> 03/14/16 </u>		
POSITION NO:	<u> 203122 </u>	CLOSING DATE:	<u> 03/25/16 </u>		
POSITION TITLE:	<u> Office Specialist </u>				
DEPARTMENT NAME / WORKSITE:	<u> Office of the Controller / Credit Services Department / Window Rock, AZ </u>				
WORK DAYS:	<u> Mon - Fri </u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u> AB58A </u>
WORK HOURS:	<u> 8:00 am - 5:00 pm </u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> \$ 24,128.00 </u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u> \$ 11.60 </u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		<u> </u>

DUTIES AND RESPONSIBILITIES:

Provides secretarial support to the Administration, Lending, Collection and Accounting sections of the department; answers telephone calls, routes and/or takes messages; provides customer service to the general public inquiring on loan program information and filing requirements, gives loan application status, loan balance inquiries, and refers customers to appropriate staff for account assistance; responds to routine inquiries that require judgment in determining the information that may be released; composes and types routine correspondence, financial forms, reports, labels; maintains electronic and/or hardcopy filing system including set up, purge and update, ensures file retention and storage is maintained; accepts and records incoming loan payments and delivers to Cashier's Office for receipting purposes; enters and verifies data in a computerized software system and prints customer's personalized loan accounts per request.

Receives, logs and tracks incoming loan applications for the Personal and Home Loan Program ensuring all required documentations are attached, and refers loan applications to the Loan Officers; assists with preparation of memorandums to request business procurement clearances for incoming loan applications and distributes to the appropriate offices; assists with composition of loan folders for approved loans and schedules appointments for loan closing.

Arranges meetings and conferences; makes travel and lodging arrangements; receives, logs, and distributes incoming and outgoing mail; receives PAFs for clearances; tracks and maintains data for quarterly reports; prepares procurement documents within established limits and procedures, obtains proper approval signatures; orders office supplies and equipment and maintains sufficient inventory; makes photocopies, prepares documents for facsimiles; may coordinate the work of others and train new employees. Perform other duties as assigned by Credit Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma or GED supplemented by college courses in general office procedures, and two (2) years of general office or related experience.

Preferred Qualifications:

- Associate degree in Business or Accounting.
- Proficient in Microsoft Office software or other applications.
- FMIS certification.

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:

Knowledge of applicable policies, practices and procedures related to work assignment.

Knowledge of basic clerical/office support practices and procedures.

Knowledge of word processing, database, spreadsheet applications, and accounting software.

Skill in preparing electronic and/or hard copy filing and records systems.

Skill in operating office equipment, including computer programs.

Skill in preparing clear and comprehensive reports.

Skill in English composition, grammar, and punctuation.

Skill in basic math, cash receipting and accounting principles.

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.

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