

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

REQUISITION NO: DNR05213545
POSITION NO: 243005
POSITION TITLE: _____

DATE POSTED: 03/21/17
CLOSING DATE: 04/03/17

Senior Office Specialist

DEPARTMENT NAME / WORKSITE:		Department of Water Resources / Technical Construction / San Juan Rehabilitation	
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="checked" type="checkbox"/> GRADE/STEP: <u> AB60A </u>
WORK HOURS:	8 am - 5 pm	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u> 28,600.00 </u> PER ANNUM
		SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u> 13.75 </u> PER HOUR
		TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Performs a full range of clerical and technical support work; researches and respond to requests for general information requiring comprehensive knowledge of various policies and procedures; types correspondences; Purchase Orders, Request for Direct Payment, Interdepartmental Charge Requisition, etc.; administrative reports/documents; 164 process, memorandum of understanding; travel authorization, supplies and services procurement; provide general information or directs to appropriate authority, answering and screening telephone calls, greeting visitors, receiving and distributing incoming and outgoing documents, replying to inquires, etc.; schedule, coordinate, arrange and confirm meetings, interview, appointments; provide summaries on reports, resolutions, agreement, correspondence; prepares materials for meetings, travel, etc.; maintain a complex filing system; participate in program budget preparation, monitor expenditure and compile status reports;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by (36) college credit hours in business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

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 and Skill in preparing a variety of computer software, word processing, database and spread sheet applications.

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