

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS13215083	DATE POSTED:	04/03/18
POSITION NO:	944155	CLOSING DATE:	04/16/18
POSITION TITLE:	Office Specialist		
DEPARTMENT NAME / WORKSITE:	Navajo Department of Criminal Investigations - Kayenta, AZ		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8am - 5pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	AI58A
		\$	24,731.20 PER ANNUM
		\$	11.89 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of office support work of moderate difficulty performing a full range on clerical assignments and resolving problems that are of a technical nature; applies specialized functional knowledge to independently analyze and respond to matters within established limits; performs related work for the investigation district and dept. Screens telephone calls, routes calls, and takes messages, greets and directs visitors appropriately; responds to routine questions from the public; directs people to sources; provides public with program information; researches and responds to requests for general information; composes, prepares, types and edits correspondence, reports, records and forms; enters and verifies data in a computerized system and reports from personalized data; compiles reports; performs specialized calculations.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, date 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; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; transcribes minutes of meetings.

Prepares, obtains signatures, monitors, orders and maintains inventory; may receive money, prepare receipts of payment and log in money received on financial documents; may coordinate the work of others and train new employees.

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, along with departmental rules and regulations.

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 a variety of computer software.

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

Skill in operating office equipment, including computer programs.

Skill in following oral and written instructions.

Skill in English composition, grammar, and punctuation.

Skill in basic math, cash receipting and accounting principles.

Skill in establishing and maintaining effective working relationships.

Skill in preparing clear and comprehensive reports.

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