

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70117599

DATE POSTED: 04/08/19

POSITION NO: 243766

CLOSING DATE: 04/19/2019 5:00pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: DODE/ NAVAJO HEAD START / WINDOW ROCK, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AW60A</u>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>33,259.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>15.99</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; make travel arrangements; complete travel documents and reports.

Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records; ensure adherence to applicable policies and procedures and department functions, receives, logs and distributes incoming/outgoing mail; make photocopies; transcribes minutes of meetings; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

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 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; knowledge of clerical/office support practices and procedures; knowledge of variety of computer software, word processing, database, and database and spreadsheet applications; skill in performing a variety of clerical functions at a technical or secretarial support level in an office; in organizing work efficiently and exercising independent judgment in making appropriate decision concerning work methods; in effective oral and written communication; maintaining filing and records systems; operating office equipment, including computer and standard office computer programs; following oral and written instructions; English composition, grammar and punctuation; establishing and maintaining effective working relationship with others.

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