

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

REQUISITION NO: DGS02715144  
POSITION NO: 287721  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 04/09/18  
CLOSING DATE: 04/20/18

**OFFICE SPECIALIST**

DEPARTMENT NAME / WORKSITE: FLEET MANAGEMENT AUTO BODY SHOP, Window Rock, AZ

WORK DAYS: <u>MONDAY - FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A158A</u>
WORK HOURS: <u>8:00AM - 5:00PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>24,731.20</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.89</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of office support, work with moderate, difficult and performing a full range of clerical assignments and resolving problems that are of non-technical nature; applies specialized knowledge in independent and analyzing response to matters within established limits; performs related work assigned. Screening all incoming calls, taking messages, greeting and assisting customers and clients; time keeping of personnel. Responding to general questions, typing and editing correspondences, computerized forms, data and reports and managing inventory. Compiling reports, typing, verifying, calculating all invoices and new purchases. Making travel arrangements, completion of all required purchases, receiving and closing documentation, i.e. work orders, supply requisitions, purchase orders, receiving reports, ICR's; Maintaining of all vehicle records and estimates; keeping inventory of equipment, janitorial supplies and parts inventory. Assisting with all monthly and quarterly reports. During Fiscal Year ending, assisting with documents for budget close out and data entries for vehicle user charges.

**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, and obtaining a Navajo Nation driver's permit after completing 90 days Introductory period.

*(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, basic clerical/office procedures, knowledge of computer software, Microsoft word processing, excel, access and spreadsheet application. Skills in formulating reports, records, financial records, expenditures, electronic record keeping, following oral and written instructions, punctuation, grammar, processing financial documents, accounting principles, and working relationship with staff, clients and customers.

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