

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u> DODE04415145 </u>	DATE POSTED: <u> 04/09/18 </u>	
POSITION NO: <u> 244195 </u>	CLOSING DATE: <u> 04/20/18 </u>	
POSITION TITLE: <u> Office Specialist </u>		
DEPARTMENT NAME / WORKSITE: <u> Department of Dine' Education-Administration, Window Rock, AZ. </u>		
WORK DAYS: <u> Monday -Friday </u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u> AI58A </u>
WORK HOURS: <u> 40 hrs. per Week </u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u> </u> \$ <u> 24,731.20 </u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : <u> </u> \$ <u> 11.89 </u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

The Office Specialist position is within the Department of Dine' Education-Administration, which is situated in the Office of the Superintendent of Schools. This important position is the first contact with the general public and education stakeholders, including officials of the NN government, State Departments of Education, NN Washington office, and the Bureau of Indian Education. The individual will review documents for signature of the Superintendent and Assistant Superintendent and log -in and out all correspondence. Welcome visitors, answer their questions, and provide direction/referral to Tribal programs for assistance. Answer telephone calls from people requesting information or taking messages for he Superintendent or referring the call to one of eleven (11) Department programs for technical assistance, and assisting the general public on education-related issues, concerns or problems. Arranges and confirms scheduled meetings for the Superintendent. Xeroxing documents for the Superintendent, Program Managers, NN Board of Education and the Health, Education, and Human Services Committee (HEHSC) of the NN Council. Scanning and filing documents for later reference. Assisting the six (6) Administration support staff with assignments, special projects and clerical duties. Perform minor "trouble shooting" for staff with computer software applications, and prepare payment on invoices. Contact vendors for price quotes on office supplies and equipment, or maintenance/repairs on the copier machine. Contact the "reviewing offices" when official Tribal documents are being processed via the 164 Review process and alerting staff when documents are ready for pick up. Provide clerical assistance to the NN Board of Education's Administrative Assistant with meetings and conference planning and compiling reports for presentation to the Board membership, HEHSC of the NN Council, OPVP and other education entities/organizations.

Minimum Qualifications:

- High School diploma or GED/Supplemented by 24 (twenty-four) college credits 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 driver 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:

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