

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

REQUISITION NO: OLS0313110  
POSITION NO: 150394  
CLASS CODE: 1365

Date Posted: 04/26/11  
Closing Date: 05/09/11

POSITION TITLE: Senior Office Specialist  
DEPARTMENT NAME: Office of Government Development/Legislative Branch  
DEPARTMENT NO: 31 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A  
Days: Mon. - Fri- Permanent:   
Hours: 8:00 - 5:00 Temporary:  Duration:                      SALARY: \$ 26,956.80 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 12.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a full range of clerical work or technical support work of moderate difficulty requiring independent judgment and decision-making; researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondences, 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; answer telephone calls; routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements, completes appropriate travel documents and reports.

Processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming/outgoing mail; makes photo copies; transcribes meeting minutes; monitors and order office supplies.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Secretarial Science, Business or related field; and

**Experience:**

three(03) years of responsible office experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform described duties.

*(To receive full credit for education and training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of clerical/office support practices and procedures; skill in performing variety of clerical functions; skill in operating office equipment, including computer and standard office computer programs; skills in following oral and written instruction; skill in English composition, grammar and punctuation.

**License/Certification Requirements:**

Valid state driver's license, *preferred*.

**VETERANS' PREFERENCE APPLIES**

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

Revised: 1-15-99