

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02220954
POSITION NO: 243270
POSITION TITLE: _____

DATE POSTED: 04/26/21
CLOSING DATE: 05/07/2021 by 5pm

OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DHR/DEPARTMENT OF PERSONNEL MANAGEMENT/ WINDOW ROCK, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ58A</u>	
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>26,726.40</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION: _____	\$ <u>12.80</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

DPM is seeking an innovative and organized Office Specialist to be a part of its fast-paced environment to provide high quality service and support. Greets and assists programs and clients as the frontline HR representative; receives all incoming telephone calls and directs calls to appropriate staff and/or program and takes messages; provides information regarding various DPM functions, e.g. recruitment, selection, classification, compensation, performance management, employee relations, personnel actions, interpretation of policies, procedures and processes, etc.; researches and responds to requests for program related information; receives all incoming and outgoing mail/documents; receives, date stamps and logs in all incoming documents and forwards to appropriate DPM sections; maintains DPM mail log; verifies employment applications for completeness; provides employment related documents such as job vacancy announcements, employment applications, tax forms, position classification questionnaires, employee performance appraisal forms, copies of procedures, etc.; responsible for picking up and dropping off mail at the U.S. Post Office on a daily basis; assists with receipt and distribution of documents being dropped off or picked up by programs; responsible for maintaining statistical data regarding the number of clients served and telephone calls received; may assist other section staff with logging in documents during peak periods; assists with sign in and temperature screening of DPM staff and clients as scheduled; may be assigned related projects and assignment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

•A high school/GED, supplemented by twenty-four (24) college credit hours in Business, Human Resources or closely related field; and one (1) year of experience working in a human resources/personnel office as an HR/Personnel Assistant; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- A valid state driver's license.

(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: human resources policies, procedures and processes, of a variety of computer software such as Microsoft Office, Word, Excel, PowerPoint, FileMaker Pro, databases, etc. Skill in: maintaining electronic and/or hard copy filing/records systems and operating modern office equipment; English composition, grammar and punctuation. Able to: follow oral and written instructions and multitask; compile and prepare reports; apply judgment in the release of confidential information; organize work to meet priorities and deadlines. Must have excellent computer skills, experience in entering data into various databases and mail log with high attention to detail. Good communication skills and flexibility is required. Must be fluent in both the Navajo and English languages.

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