

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02711888

DATE POSTED: 05/02/16

POSITION NO: 233891

CLOSING DATE: 05/13/16

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DGS/FLEET MANAGEMENT DEPARTMENT/ CHINLE, AZ

WORK DAYS: 5 DAYS/WEEK REGULAR FULL TIME: GRADE/STEP: AB58A

WORK HOURS: 40 HRS/WEEK PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 11.60 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision performs a variety of office support, work of moderate difficulty, performing a full range on clerical assignments and resolving problems that are of a non-technical nature; applies specialized functional knowledge to independently analyze and responds to matters within established limits; performs related work as assigned.

Screens telephone calls, takes messages, greets customers as appropriate; responds to routine questions from customers; provides customers with specifics such as department information; researches and responds to requests for information; composes, types and edits correspondence, reports, records and forms, enters and verifies data in a computerized system and prepares reports from personalized data; complies reports; identifies sources and extracts necessary information; performs specialized calculations.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, data stamps, incoming and out going mail; reviews reports, records, accounts and other documents for completeness, accuracy and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies or facsimiles; processes employee and office forms; prepares employee timesheets; tacks and maintains records and status of processes used in department, process monthly and quarterly reports on fuel and vehicle rentals; maintain vehicle rentals, mileages and daily charges; transcribes minutes of meetings.

Prepares purchase requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may receive money, prepare receipts and log in money received on financial documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

High school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

An Associates degree in Business or Accounting;
Proficient in Microsoft Office software or other computer applications.
FMIS certification.

Special Requirements:

Posses 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 applicable policies, practices and procedures related to work assignment.
- Knowledge of basic clerical/office support practices and procedures.
- Knowledge of a variety of computer software, work processing, database, and spreadsheet applications.
- Skills in preparing a variety of records, repots, correspondence using standard computer software.
- Skill in maintaining electronic and/or hard copy, filing/records system.
- Skill in following oral and written instructions.
- Skill in English composition, grammar and punctuation.
- Skill in basic math, cash receipts and accounting principles.
- Skill establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

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