

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

REQUISITION NO: DOH11420983

DATE POSTED: 05/03/21

POSITION NO: 949510

CLOSING DATE: 05/14/2021 by 5pm

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Health Education Program - Winslow, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BJ58A

WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 26,726.40 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.80 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of Senior Health Educator, performs varied clerical and secretarial duties of average difficulty, such as screening telephone calls and transferring to appropriate personnel, receiving visitors, handle routine requests and questions from the public and logging in/out incoming correspondences. Performs a variety of complex office/clerical support duties related to work unit, which require a thorough knowledge of complete an specialized functions. incumbents apply this specialized functional knowledge to independently analyze and responds to administrative matters within established limits. Design posters/brochures prepare quarterly & annual reports, statistician reports and calculations of the data. Confirm and arrange scheduled meetings with various official in the School(s), Community, Clinics and Worksites. Prepare agendas for scheduled meetings, type minutes, make arrangement for meetings such as finding a meeting room and conference calls. Prepares a photocopies and facsimiles, prepare and process procurement office forms and related purchase requisition for office supplies. Monitor and maintain office supplies, inventory equipment and furniture. Obtain price quotes for supplies through vendors, with established limits, obtain appropriate signatories. Make travel arrangements such as booking flights, type Travel Authorizations (TA), Training Request Forms (TRF), and Purchase Requisition (PR) for registrations.

Schedule interviews, process new employment forms and schedule orientations, defensive driving course, CPR and First Aid courses. Answer inquires requiring interpretation of tribal policies, rules and regulations and to complete and responsible assignments requiring comprehensive knowledge/skills of subject matter, organizational activities and operation's Health Education Program. Conduct research on office management best-practice and databases.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A High school diploma/GED; supplemented by twenty-four (214) 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:**

- A favorable background investigation.
- Posses 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 policies, practices, procedures and terminology of assigned function.

Knowledge of leadership practices and coordinating activities with others.

Skill in both verbal and written communication.

Skill in the operation of a variety of office machine and software.

Skill recording and compiling material for reports.

Public speaking to include ability to interpret medical terminology.

Bi-lingual speaking preferred (Navajo and English). CPR Certificate, First Aid Certificate. Navajo Nation Driver's Permit must be obtain within 90 da introductory period. Preferred emergency management training incident command structures and certified in NIMS 800, 700(a) and/or 100(a). Secure FMIS certification within six (6) months of employment.

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