

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70115340
POSITION NO: 243756
POSITION TITLE: _____

DATE POSTED: 05/04/18
CLOSING DATE: 05/17/18

Office Specialist

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / WINDOW ROCK, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AP58A
WORK HOURS: 40 hrs. / week PART TIME: NO. OF HRS./WK.: _____ \$ 26,644.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 12.81 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintain control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes travel documents and reports.

Works as part of the education content area team and is responsible for the education and early childhood development services as mandated by the Head Start Performance Standards; assists the Director of Educational Services in the development, implementation and ongoing assessment of quality child development and education practices; ensures service coordination; maintains confidentiality of all personal information, child and family records, related communication meetings and reports; prepares required reports; plans and conducts research, surveys and related activities of Navajo education programs, services and school systems.

Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledger personnel records, budget data and financial records, ensure adherence to applicable policies and procedures and department functions; receives logs and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates. possesses a valid driver's license to travel daily to deliver and pick up documents at various NN offices and NHS centers.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid Driver's Licensed.
- 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:

Knowledge of the Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework; educational concepts, principles, theories and applications; early childhood assessment and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Skill in applying in early childhood developmentally appropriate practices; being responsive to children's developmental needs; analyzing data and drawing valid and reliable conclusions; exercising professional judgment; applying problem solving strategies; working with parents to develop individual an developmentally appropriate goals for each child.

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