

THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448670  
POSITION NO: 940660  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 05/05/14  
CLOSING DATE: 05/16/14

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Window Rock, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y56A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>19,718.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: _____	\$ <u>9.48</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision, performs clerical work, assisting higher levels staff in managing cases; informs clients of program eligibility criteria; takes applications and/or completes intakes forms and conducts initial interviews; determines eligibility and develops plan for clients for approval by appropriate staff according to applicable rules and regulations; conducts home visits, establishes and maintains case files by updating progress notes and other documents in a consistent manner; interacts with vendors/contractors requesting bids on materials and project work; prepares financial documents (e.g. purchase requisitions, purchase orders). Establishes an accounting system to manage financial records and documents pertaining to client's needs; prepares required reports; logs in mail; establishes and maintains filing system; files and types documents (e.g. reports, memorandum, correspondences); answers telephones and assists callers or refers caller to more knowledgeable staff; provides support to the program staff by scheduling appointments, preparing appointment letters and other correspondences; provides orientation on program services; transports clients as needed, and performs related work as assigned.

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

**Minimum Qualifications:**

\* A high school diploma or GED; and two (2) years of clerical work experience including customer services.

**Preferred Qualifications:**

- \* Proficient in Microsoft Office software or other computer applications.
- \* College courses in Business Administration, Behavioral Science, Counselor or related field.

**Special Requirements:**

\* Possess a valid state driver's license.

***(In order 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:**

Ability to communicate effectively in English and in the Navajo language. Ability to work effectively with people with disabilities in the areas of personal and social adjustment. Must have good writing skills.

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