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

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| REQUISITION NO: | **LB00310169** | DATE POSTED: | **05/18/15** |
| POSITION NO: | **243503** | CLOSING DATE: | **06/02/15** |
| POSITION TITLE: | **Office Specialist** | | |
| DEPARTMENT NAME / WORKSITE: | **LB/Buy-Back Program/Farmington, NM** | | |

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| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: | ☐ | | GRADE/STEP: | AB58A |
| WORK HOURS: | 8:00 am - 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 24,128.00 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 11.60 | PER HOUR |
| | | TEMPORARY: | ☑ | May 2015 - Apr 2016 | | |

**DUTIES AND RESPONSIBILITIES:**

Screening telephone calls, taking messages, greeting and directing public, coordinating incoming mail and correspondences, researching and requesting general information, editing memos, letters and forms for staff, keep inventory of office supplies, equipment, furniture, printing and maintenance. Stamp all incoming mail. Assist with processing of financial documents with necessary supporting documentation. Review of reports, records and financial documents for completeness. Maintain of office files and records and follow up on process documents according to procedures. Incumbent will view and handle individual land record information; will take federal oath regarding non-disclosure of such information and data. Will keep a log on notaries signed on behalf of documents committed to by individuals. Assist the Admin Assistant or CIS in arranging for meetings, trainings and outreach activities. Coordinate travel and lodging arrangements. Compiling information and documentation of activities, events and meetings for staff. Providing clerical support to staff, general public, and visitors. Maintaining effective working relationships, resolve problems of minor technical difficulty related and able to work independently under general supervision. Assist in drafting simplified memos, maintain a list of visitors and purpose of visitation, assist in disseminating BBP information, schedule of events, etc. to program staff and to places of events, i.e., hosting chapter for public meetings or scheduling of field program visits.

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

**Minimum Qualifications:**

- A 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 Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.
- Required Incumbent will be trained to be Public Notary; will sign Oath of Statement to assure non-disclosure of individual and private information about clientele.

**Special Requirements:**

- Possess 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 assignments. Knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software. Skill in maintaining electronic and/or hard copy filing/records systems. Skill in operating office equipment, including computer programs. Skill in following oral and written instructions. Skill in English composition, grammar, and punctuation. Skill in basic math, cash receipting and accounting principles. Skill in establishing and maintaining effective working relationships. Skill in preparing clear and comprehensive reports. Must be bilingual in Navajo and English.

***<<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.***