THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OOC0697815** Date Posted: **05/20/13**
POSITION NO: **203122** Closing Date: **06/04/13**
CLASS CODE: **1366**
POSITION TITLE: **OFFICE SPECIALIST**
DEPARTMENT NAME: **OOC/Credit Services Department**
DEPARTMENT NO: **69** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R58A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00 am - 5:00 pm** Temporary: ☐ Duration: $ **22,734.40** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:
Answers telephone calls, routes, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides general information about the program functions; composes, types routine correspondence, reports, labels and forms; maintains electronic, and/or, hard copy filing system by setting up files, filing new documents, purging and updating. Assists the various sections of the Department with clerical duties and office support.
Arrange meetings and conferences; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documentation for completeness, accuracy, and conformity within established procedures; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; responds to requests for photocopies. Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may coordinate the work of others and train new employee.

QUALIFICATION REQUIREMENTS:

Education and Training:
A high school diploma (PREFERRED), or GED.

Experience:
Two (2) years of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)***

Special Knowledge, Skills and Abilities:
Knowledge of basic clerical and office support practices and procedures; computer software, word processing, database, and spreadsheet applications, microfiche processing and storage, the operation and maintenance of camera equipment related to microfilm storage.

Skills in preparing a variety of records, reports, and correspondence using computer software, maintaining filing and records systems, following oral and written instructions, operating office equipment, including computer programs, English composition, grammar and punctuation, establishing and maintaining effective working relationships, and preparing clear and comprehensive reports. Computer literate utilizing modern software applications in Microsoft Word, Spreadsheet; operation of calculator, typewriter, xerox machine, fax machine, telephone, Motor Vehicle.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

License/Certification Requirements:
Valid State/Tribal Driver's License ***(PREFERRED)***

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***