

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

REQUISITION NO: **DNR0583156**

Date Posted: **05/23/11**

POSITION NO: 241698

Closing Date: **06/07/11**

CLASS CODE: 1366

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: DNR/Special Events Section/Navajo Parks and Recreation Department

DEPARTMENT NO: 58 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: Permanent \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Answers telephone, routes calls, take messages; greets and refers visitors to appropriate staff/resources; work with the Navajo Nation Fair Manager, Department Manager, Event Coordinators and other outside entities and businesses; responds to routine inquires that refer to information on the two major events - Treaty Day Celebration and PRCA Rodeo and the Annual Navajo Nation Fair; provides specific information on various events for the fairs, types correspondence, informational notices and forms; types routine correspondence, reports, labels and forms; maintains and set up files, purge and update files.

Receives, logs in and distributes incoming mail; responds to requests for specific information, routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment; may prepare and transmit facsimiles; takes and transcribes minutes of Fair Coordinators' meetings; make routine calculations and check information for accuracy; may order, request for price quotations for office/operating supplies, responsibility includes maintaining invoices on purchase orders for Fair Office, request and type purchase requisitions for Event Coordinators if necessary; work with Accountant on Fair Office budget and expenditures.

Provides customer services in providing appropriate information on tribal fairs for the Treaty Day Celebration and Navajo Nation Fair and for the Fair Coordinators and some knowledge of tribal park areas.

**QUALIFICATION REQUIREMENTS:**

High School Diploma or GED. *(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)*

**Experience:**

Two years of general office, public contact or related experience; or an equivalent combination of education, training and experience.

**Special Knowledge, Skills and Abilities:**

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the operation of the Navajo Nation Fair Office and includes operation of Parks and Recreation Tribal Parks and Recreation areas.

**License/Certification Requirements:**

Must possess Valid State Driver's License and Navajo Nation Driver's Permit. **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*