

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01415531

DATE POSTED: 05/31/18

POSITION NO: 241051

CLOSING DATE: 06/14/18

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Real Estate / St. Michaels, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A160A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 29,307.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Perform a full range of clerical and technical support work of moderate difficulty requiring independent judgment and research utilizing comprehensive knowledge of various policies and procedures; answer telephone calls and greet walk-in clients and provide assistance as necessary or direct to appropriate staff; receive and record all in-coming business site lease packages; scan and electronically file business site leases, agreements, permits, and related documents; maintain complex hardcopy files and records, ordering of supplies and equipment; produce and submit bi-weekly department timesheet; distribute all record leases, subleases, assignments, amendments, encumbrances, renewals, modifications, and termination to appropriate agencies and entities; ensure recordation of all lease, agreement, and permit documents and supporting documents; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

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, chain of command, etc.

Knowledge of a various computer software, word processing, database, and spreadsheet applications.

Skill in in filing and records systems; organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work completion methods.

Skill in preparing documents using a variety of computer software, word processing, database, and spreadsheet applications.

Depending on the needs, maybe required to demonstrate fluency in both the Navajo and English languages.

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