THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05815557 DATE POSTED: 05/31/18
POSITION NO: 241017 CLOSING DATE: 06/13/18
POSITION TITLE: Office Specialist
DEPARTMENT NAME / WORKSITE: DNR/Parks and Recreation Department/Teec Nos Pos, Arizona
WORK DAYS: Monday - Friday REGULAR FULL TIME: ☑ GRADE/STEP: AI58A
WORK HOURS: 40 hours PART TIME: ☐ NO. OF HRS./WK.: $ 24,731.20 PER ANNUM
SENSITIVE ☐ SEASONAL: ☐ DURATION : $ 11.89 PER HOUR
NON-SENSITIVE ☑ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervision of Park Manager to perform variety of office support work, greet and refer visitors to appropriate resources; responds to routine inquires that requires judgement in determining the type of information; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains files; set up files, filing new documents, purge and update files; perform duties such as overseeing collecting fees, prepares required reports and deposits money collected from entrance station; maintains petty cash and replenish as necessary; oversees the training of fee collectors. Receives, logs in and distributes incoming mail; responds to requests for park brochures, issues hiking and camping permits, provides assistance in routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment; prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of staff meetings; compiles and enters data on park visitations into Microsoft Excel program, assist the Park Manager to compile and prepare monthly/quarterly reports; make routine calculations and check information for accuracy; may order, request for price quotations for office supplies. Receives and ensure requests for park information, hiking and camping information on the Navajo Reservation areas including tribal park areas and National Park Services areas; provides customer services in providing appropriate information on tribal parks and National Park Services areas.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma or GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; one (1) year general office or related experience; or an equivalent combination or 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 assignment; 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 Parks and Recreation and including the operation of Tribal Parks and Recreation areas. Ability to converse in Navajo Language.

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