

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

REQUISITION NO: DPS02115590  
 POSITION NO: 943965  
 POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/06/18  
 CLOSING DATE: 06/19/18

**Office Specialist**

DEPARTMENT NAME / WORKSITE: DPS/ Information Management Section. Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A158A</u>
WORK HOURS: <u>8:00 a.m.-5:00 p.r</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>24,731.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>11.89</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> DURATION : _____	

**DUTIES AND RESPONSIBILITIES:**

Provide office management duties: Greets customers, government representatives, respond to inquiries or directs to staff. Screen incoming telephone calls, answer questions program services or route to staff or take messages. Compose, type, and edit official correspondence, reports, forms. Receives, document and distributes all official mail. Schedules appointments for staff. Maintains official filing system for program and inventory of all supplies, equipment. On behalf of IMS supervisor and staff, assists with arrangements of meetings, conferences, makes travel arrangements. Responsible for Records Management procedures, processes, e.g., copying, electronic media, office forms. Assist with program budget requirements and other related financial transactions. After training, access to FMIS. Prepares, obtain appropriate signature and monitors travel authorizations, purchase requisitions and other related documents. After official training on occasion will routinely access computerized records management system, assist with customer service fingerprinting, knowledge of official policies, applicable Navajo Nation Privacy Act. Other duties as assigned.

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

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(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; of basic clerical/office support practices and procedures; and a variety of computer software, word processing, data base, and spreadsheet application. Skill in preparing a variety of records, reports, correspondences using standard computer software; maintain & setup of electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in establishing and maintain effective working relationships; and in preparing clear and comprehensive reports. Knowledge, practice of accounting skills for financial transactions in the FMIS.

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