

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05810239

DATE POSTED: 06/08/15

POSITION NO: 241017

CLOSING DATE: 06/19/15

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Parks & Recreation/Four Corners Monument/Tec Nos Pos, AZ

WORK DAYS: <u>Mon - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8 am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

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 inquiries 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. Provides appropriate information on tribal parks and National Park Services, 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

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School diploma or GED and supplemented by college courses in general office procedures; and two (2) years general office or related experience

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification

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, work 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.

<<A favorable background investigation is required>>

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