THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	LB00311997	DATE POSTED:	06/13/16
POSITION NO:	230166	CLOSING DATE:	06/24/16
POSITION TITLE:	Senior Office Specialist		
DEPARTMENT NAME / WORKSITE:	Navajo Utah Commission/Montezuma Creek, UT		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondences, reports, forms, and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routs calls to appropriate staff and takes messages; schedules appointments and meetings; make travel arrangements; completes appropriate travel documents and reports. Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures and monitors/checks for accuracy; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs, and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office 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 clerical/office support practices & procedures. Knowledge & skills in preparing a variety of computer software, word processing, database, and spreadsheet applications. Skill in performing variety of clerical functions at a technical or secretarial support level in an office. Skill in records management, operating office equipment. Skill in following oral and written instruction.

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