

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06424028

DATE POSTED: 06/13/22

POSITION NO: 946435

CLOSING DATE: 06/24/2022 by 5pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Department of Health Executive Office - Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ60A

WORK HOURS: 8 AM to 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 32,635.44 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.63 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provides administrative assistance and support for the Navajo Department of Health (NDOH) Executive Office. Responds to inquiries for general information requiring comprehensive knowledge of department policies and procedures; assists in preparation of specialized reports requiring collection of information from various sources; drafts correspondence and reports of non-complex nature for supervisory review; prepares required forms and other documents as required; verifies and enters data into computerized system. Functions as timekeeper and submits timesheets to Payroll; maintains electronic and hard copy files; maintains records of incoming and outgoing documents and ensures appropriate distribution; answers telephone calls; schedules appointments and makes arrangements for meetings. Handles travel arrangements, including making flight and lodging reservations for staff and verifying availability of funds; prepares all necessary travel documents and ensures appropriate travel documents are completed to meet p-card requirements and financial audit purposes.

Processes employee documents such as leave requests and other required forms and maintains files for reference and audit purposes. verifies and ensures processing procedures are in compliance with applicable policies and procedures; checks documents for discrepancies to avoid delays. Follows up on progress of program assignments with timelines; performs other tasks such as taking minutes of meetings and making appropriate distribution in timely manner; maintains inventory of office supplies and places orders as necessary; assists with orientating and training of new employees. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by 36 college credits 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.
- Must complete FMIS (Financial Management Information System) training within 90 days of hire date.

(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 general office support procedures and techniques.
- Knowledge of applicable policies, practices and procedures related to work assignments.
- Knowledge of variety of computer applications for preparing required reports, including working with databases and spreadsheet files.
- Skill in efficiently organizing work and exercising independent judgment in making needed decisions in the workplace.
- Skill to communicate effectively both orally and in written form.
- Ability to maintain records and filing system.
- Ability to maintain effective working relationships in the workplace and with the general public.
- Proficient in Microsoft Office software and other computer applications.

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