

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

REQUISITION NO:	<u>DGS00513966</u>	DATE POSTED:	<u>06/19/17</u>
POSITION NO:	<u>244001</u>	CLOSING DATE:	<u>06/30/17</u>
POSITION TITLE:	<u>Senior Office Specialist (S)</u>		
DEPARTMENT NAME / WORKSITE:	<u>DGS/NAVAJO TRANSIT SYSTEM/FORT DEFIANCE, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8 am - 5pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u>                    </u>
		DURATION :	<u>                    </u>
		GRADE/STEP:	<u>AB60A</u>
		\$	<u>28,600.00</u> PER ANNUM
		\$	<u>13.75</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Shall prepare documents for general correspondence, manage appointment scheduling, conduct research and prepare specialized reports for Section 5311 reporting/Transit Asset Management (TAM), participate in updating fleet replacement plan, process documents for fleet surplus disposal, prepare weekly fleet status reports, compile statistical reports, create fleet maintenance forms, Responsible for transit assets, Managing physical inventory, manage Shop/Maintenance section HR functions by processing all documents for maintenance section personnel, timesheets, leave forms, and scheduling assignments, participate in reclassification of maintenance positions specific to Transit, drafting improvement plans. Shall conduct research and prepare warranty labor and work time/invoices for warranty claims. Position shall assist with program budget, monitors expenditures and compiles status report of Shop /Maintenance Budget. Position shall coordinate with shop personnel in obtaining quotes, research, procurement of items, receiving items. Position may be delegated in the absence of Fleet Service Manager and may take on supervision of Shop subordinates to maintain schedule and continuity.

Shall work directly in Fleet Maintenance software program and enter work orders and all fleet maintenance data ensuring compliance with grant fleet maintenance requirements. Provide assistance to parts section with maintaining a supply inventory system.

Manage and maintain complete documentation of fleet maintenance records in compliance with Federal Transit Administration (FTA) Transit Asset Management (TAM).

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

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- 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:**

Favorable background check.

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