

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11413961
POSITION NO: 949508
POSITION TITLE: _____

DATE POSTED: 06/19/17
CLOSING DATE: 06/30/17

DEPARTMENT NAME / WORKSITE: Office Specialist (S)
DOH/Navajo Health Education Program/Shiprock, NM
WORK DAYS: Mon-Friday REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the general supervision of Senior Health Educator, performs varied clerical and secretarial duties of average difficulty, such as screening telephone call and transferring to appropriate personnel, receiving visitors, handle routine requests and questions from the public and logging in/out incoming correspondences. Performs a variety of complex office/clerical support duties related to work unit, which require a thorough knowledge of a complete and specialized functions. Incumbents apply this specialized functional knowledge to independently analyze and respond to administrative matters within established limits. Design posters/brochures; prepare Quarterly & Annual reports, statistician reports and calculations of the data. Confirm and arrange scheduled meetings with various officials in the School(s), Community, Clinics and Worksites. Prepare agendas for scheduled meetings, type minutes, make arrangement for meetings such as finding a meeting room and conference calls. Prepares photocopies and facsimiles, prepare and process procurement office forms and related purchase requisition for office supplies. Monitor and maintain office supplies, inventory equipment and furniture. Obtain price quotes for supplies through vendors with established limits, obtain appropriate signatories. Make travel arrangements such as booking flights, typing Travel Authorizations (TA), Training Request Forms (TRF), and Purchase Requisition (PR) for registrations. Schedule interviews, process new employment forms and schedule orientations, defensive driving course, CPR and first aid courses. Answer inquires requiring interpretation of tribal policies, rules and regulations and to complete and responsible assignments requiring comprehensive knowledge/skills of subject matter, organizational activities and operation's Health Education Program. Conduct research on office management best-practice and databases.

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 general office or related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.
- **Preferred** emergency management training incident command structures and certified in NIMS 800, 700(a) and/or 100(a).

(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 policies, practices, procedures and terminology of assigned function.
- Knowledge of leadership practices and coordinating activities with others.
- Skill in both verbal and written communication.
- Skill in the operation of a variety of office machine and software.
- Skill recording and compiling material for reports.
- Public speaking to include ability to interpret medical terminology.
- Bi-lingual speaking preferred (Navajo and English)

<<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.