

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

REQUISITION NO: EPA01512111  
POSITION NO: 941193  
POSITION TITLE: Sr. Office Specialist

DATE POSTED: 06/20/16  
CLOSING DATE: 07/01/16

DEPARTMENT NAME / WORKSITE: EPA/Waste Regulatory Compliance Department - Superfund Program/St. Michaels, AZ

WORK DAYS: <u>Mon.-Fri. (weekend occas.)</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>	
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

**DUTIES AND RESPONSIBILITIES:**

Creates letters and memorandums for routine program administrative tasks; Types and edits letters, memorandums, reports, forms, and documents; Utilizes personal computer to enter data on spreadsheets, letters, memorandums, reports, forms and verifies correct entries, including auto calculations; With knowledge of the programs' guidance and procedures, responds to inquiries of the program in person or by phone, takes messages, and directs technical inquiries to appropriate technical employee; Maintains hardcopy and electronic files, and the logging of incoming and outgoing documents; Controls these documents to ensure program responses are not forgotten, and works with staff to find responses to inquiries; Works with staff to schedule meetings and appointments; Makes travel arrangements for staff and completes proper travel documents; Monitors the expenditures and provides status reports on the budgets, and performs budget revision documents based on project changes that affect program needs; Processes employee timesheets, Personnel Action Forms, forms, and documents to ensure payments are timely for staff and to meet annual OSHA certifications; Confidentially maintains employee related documents and budgets; Maintains all budget and financial documents ensuring they are compliant with Terms and Conditions; Coordinates, schedules, and tracks administrative program functions; Reports on meetings attended and informs employees of administrative changes; Monitors and orders program non-capital assets, office, and operating supplies; Makes photocopies; Coordinates activities with administrative staff.

**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 applicable principles, practices, and techniques related to work assignments; Knowledge of administrative support procedures for clerical office tasks such as maintaining accurate records, filing system, and effective working relationships with staff and the public; Knowledge of computer software, word processing, database types, and spreadsheet applications; Skill in English composition, grammar, and punctuation; Skill in mathematical and algebraic formulas for spreadsheet applications; Skill in following instruction; Skill in organizing work efficiently and exercising independent judgement for appropriate decisions concerning work methods; Skill in development of and presentation of applicable administrative reports; Skill in public relations techniques in response to inquiries, requests, and complaints; Skill in office coordination with professional and technical disciplines, public or government organizations including the Navajo Nation, state, local or private entities.

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