

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02124098

DATE POSTED: 06/23/22

POSITION NO: 943965

CLOSING DATE: 07/15/2022 by 5pm

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Information Management Section / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ58A

WORK HOURS: 8:00 a.m.-5:00 p.m PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Greets the general public and when necessary provides assistance to general public inquiries; and directs them to appropriate staff. Responsible for documenting all official correspondence. Receives draft memorandums, correspondence; develops compose, into official memorandums, reports and related forms. Makes appropriate travel and training arrangements for IMS staff. Files and maintains a hard copy & electronic filing system for administrative, confidential information, correspondences, payroll time & attendance, retention & disposition schedule and other process requirements of documents; assists with arrangements of meetings and conferences. Prepares photocopies or facsimiles; processes, develops and maintains records and status of office forms. Prepares, obtain appropriate signature and travel authorizations/documentations, Purchase Cards, procurement requirements - purchase requisitions/orders and other related documents. Will perform variety of office support work of moderate difficulties on a daily basis of operations, including but not limited to the ability to maintain records of financial transactions, encumbrances, department budget expenditures, record and assist in preparing budget, to include monitor budget. Research's and compiles information for data and statistic purposes. Works independently with minimal supervision in conducting duties, such as but not limited to NN Tax Commission requirements; NPD District fees submissions, financial tracking & use with FMIS; completes monthly reports; assist with requests for NPD reports from computerized records management system; may assist with requests from criminal justice and non-criminal justice organizations Navajo Nation, state, federal; conducts related research; may work and/or assist on larger projects, objectives; will have access to computerized records management system to assist IMS Police Record Clerks when necessary. Will assist with fee collection & reports. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by twenty-four (24) college credit hours in business of 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.
- Possess a valid state driver's license; within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

(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 policies, practices and procedures related to work assignment; of basic clerical/office support practices and procedures; and a variety of computer software applications, word processing, data base, and spreadsheet application; basic accounting skills. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintain electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in establishing and maintain effective working relationships; and in preparing clear and comprehensive reports.

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