

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

REQUISITION NO: DPS1496743

Date Posted: 07/02/12

POSITION NO: 241608

Closing Date: 07/16/12

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Maintain and file all administrative and financial documents, correspondences, and reports. Type and proofread memorandums and correspondences. Prepare and submit travel authorizations and training request forms. Devise training plans for staff. Complete time and attendance. Prepare and submit Purchase Requisitions, inventory stationary supplies, request for direct payment, and Interdepartmental charge requisitions. Deposit Navajo Nation receipts for cash, money orders, and insurance checks.

Retrieve copies of related police reports for general public. Compute, modify, data entry, and purge police reports. Provide technical assistance to staff on update court dispositions at district courts and conduct Navajo Criminal Justice Information System checks and fingerprinting, if necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED; supplemented by courses in general office procedures; and

**Experience:**

Two (2) years general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**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 of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintaining electronic and/or hard copy filing/records systems; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in basic math, cash receipting and accounting principles; in establishing and maintaining effective working relationships; and in preparing clear and comprehensive reports.

**License/Certification Requirements:**

***PREFERRED:*** Must possess a valid State Driver's license. Must not have any felony convictions or convictions involving moral turpitude. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of employment must pass a background investigation.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 1-15-99**