

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06315764
POSITION NO: 943279
POSITION TITLE: _____

DATE POSTED: 07/06/18
CLOSING DATE: 07/19/18

Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program - Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A160A</u>
WORK HOURS: <u>8:00 - 5:00 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>29,307.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : \$ <u>14.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Researches and responds to request for general information requiring comprehensive knowledge of department policies and procedures, assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondences, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports.

Participates in the preparation of program budget, monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as budget data, financial records, meeting minutes, data entry information and correspondences; ensures adherences to applicable polies and procedures and monitors/checks for accuracy; coordinates, schedules and tracks progress of specialized work project or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies transcribes minutes o meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

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:

- Possess a valid state driver's license.
- A favorable background investigation.

Supplemental Information:

Persons hired in this position must obtain a Navajo Nation Vehicle Operator's Permit, National Incident Management System Training.. Depending upon the needs of the Nation, some incumbents of the class may require to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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 polies, practices and procedures related to work assignment.
- Knowledge of clerical/office support practices and procedures.
- Knowledge of a variety of computer software, word processing, database and spreadsheet applications.
- Skill in preparing a variety of computer software, word processing, database and spreadsheet applications.
- Skill in performing a variety of clerical functions at a technical or secretarial support level in an office.
- Skill on organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods.
- Skill in effective oral and written communication.
- Skill maintaining filing and records systems.
- Skill in operating office equipment, including computer and standard office computer programs.
- Skill in following oral and written instructions.
- Skill in English composition, grammar and punctuation.
- Skill in establishing and maintaining effective working relationship with others.

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