

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1372131

Date Posted: 07/06/10

POSITION NO: 230095

Closing Date: 07/19/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Local Governance Support Center, Western Navajo Agency

DEPARTMENT NO: 137 WORKSITE LOCATION: Cameron Chapter

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Works under the general supervision of the Community Service Coordinator, performs a variety of repetitive or closely related duties according to established procedures. Requires computer skills with clerical experience, has a variety of tasks assigned according to the established Five Management Systems Policies and Procedures. Generally, work is observed and reviewed both during its performance and upon completion and maybe subject to changes as the need arises.

Performs a variety of clerical work including; typing, proofreading, filing, data entry, file retrieval and recording information. Receives, screens and refers telephone calls to appropriate staff and officials. Types resolutions, proposals, letters, memorandums, timesheets, travel documents, financial documents, statistical information and other administrative documents from oral instructions, rough drafts, and recorded transition. Receives, sorts and distributes incoming and outgoing mail.

Operates calculator, computer, facsimiles machine, and other office equipment. Checks and tabulates statistical data to compile assessment reports, financial reports, PEP personnel, and financial files utilizing an established filing system. Assists with Chapter accounting system and maintains cash receipts, logs check ledgers, bank reconciliation, expenditure reports, payroll calculations and taxes, IRS reports and petty cash. And maintains documentation for proper recording.

Responds to public inquiries for information or assistance. Approves the use of Chapter facilities and equipment when authorized. Assist with emergency activities such as the distribution of wood, coal, food, etc, to Chapter residence and maintains documentation of such activities.

Attend chapter planning and regular meetings when required by supervisor. Performs all other duties as assigned.

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. Some positions may require specific license or certifications.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment usage; knowledge of principles of letter and report writing, filing system; ability to type a minimum of 45 words per minutes (WPM), ability to do clerical work and learn office operations and procedures; knowledge of basic accounting functions, basic element of correct English usage, sentence structure, spelling, vocabulary, grammar, punctuation, arithmetic; ability to establish and maintain cooperative relationship with elected officials, co-workers and the general public. Ability to understand the basic accounting principles and practices to participate in the Chapter Accounting system.

Prefer bilingual (Navajo/English) who resides within the boundaries of the assigned Western Navajo Agency Chapters. Have basic knowledge of the Chapter Government and the Navajo Nation Government.

License/Certification Requirements:

Valid State Driver's License, *preferred*.

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