

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0372098

Date Posted: 07/06/10

POSITION NO: 202135

Closing Date: 07/19/10

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: Department of Navajo Veterans Affairs (DNVA)/Administration

DEPARTMENT NO: 37 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N60A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: _____ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Department Manager II, the Senior Office Specialist (SOS) serves as administrative and technical support to the Department Manager II and Central Administration Staff with duties and responsibilities such as: screens and refers telephone calls, takes messages, greets and directs visitors as appropriate and in a professional manner; answers inquiries and directs visitors to proper resources; develops, edits, types and distributes correspondence/reports/minutes and makes follow-ups in a timely manner. Maintains an overall central filing system. Orders, maintains and accounts for office supplies, inventory, equipment and furniture. Prepares all travel arrangements both on and off the Navajo Nation including travel documents and reports. Schedules and at times attends appointments, meetings, conferences and workshops as applicable. Assists the Department Manager II and the Central Office personnel on correspondence and reports. Arranges meetings, distributes notices, collects and compiles written materials, registrations, minutes, etc. Ensures all required documents are updated in a timely manner with little or no errors. Submits the bi-weekly timesheets, backpay forms and submits related personnel action forms. Oversees department assigned Navajo Nation vehicles and submits monthly mileage reports, updates yearly vehicle assignments. Makes follow-ups on assignments, client requests, and program inquiries. Maintains department confidentiality accordingly. Performs related duties as deemed necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business or related field; and

Experience:

Three (3) years responsible office 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:

Has computer literacy with skills and knowledge of Word, Excel, Access, Powerpoint, etc. and familiarity with the various Navajo Nation Policies and Procedures such as fiscal, personnel, travel, motor vehicle, etc.; and the ability to be fluent in the Navajo and English languages would be helpful.

License/Certification Requirements:

PREFERRED: Must possess a valid State Driver's License and Navajo Nation Tribal Operator's Permit.

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