

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0722124

Date Posted: 07/06/10

POSITION NO: 948047

Closing Date: 07/19/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: N580A

Days: Monday - Friday Permanent: SALARY:

Hours: 80 hrs. Temporary: Duration: _____ \$ 21,944.00 Per Annum

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

DUTIES AND RESPONSIBILITIES:

Primary responsibilities will be to enter and verify data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; performs specialized calculations.

Secondary responsibilities will be to screen telephone calls, route calls, and take messages, greet and direct visitors as appropriate; respond to routine questions from the public; direct people to appropriate sources; provide public with specifics such as program information; research and respond to requests for general information; compose, type, and edit correspondence, reports, records, and forms. Arrange meetings and conferences; schedule appointments and interviews; make travel and lodging arrangements; receive, date stamp, log in, sort and distribute incoming and outgoing mail; review reports, records, accounts or other documents for completeness, accuracy and conformity within established procedures; maintain electronic and/or hard copy files; prepare photocopies or facsimiles; process employee and office forms; track and maintain records and status of processes used in department; follow up on processes or items as needed and transcribe minutes of meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.

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 licenses or certifications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of basic 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 records, reports, correspondence using standard computer software; skill in maintaining electronic and/or hard copy filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English composition, grammar, and punctuation; skill in basic math, cash receipting and accounting principles; skill in establishing and maintaining effective working relationships; skill in preparing clear and comprehensive reports.

License/Certification Requirements:

Possess a valid state driver's license (**PREFERRED**)

Required to pass a Background Check and Fingerprint Clearance.

VETERANS' PREFERENCE APPLIES

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