

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DSS0902108

Date Posted: 07/06/10

POSITION NO: 242125

Closing Date: 07/19/10

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: NDSS/SOUTHWEST REGIONAL OFFICE

DEPARTMENT NO: 87 WORKSITE LOCATION: DILKON, ARIZONA

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: M-F Permanent: SALARY:

Hours: 8AM-5PM Temporary: Duration: \$ 21,944.00 Per Annum

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

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Program Supervisor, perform an assortment of professional clerical support duties of reasonable, but not extreme difficulty in performing a wide-scope of assignments in a social services environment; may, at times, make discrete judgment calls to resolve problems of non-technical nature; responsible for answering and screening incoming telephone calls and refer to appropriate parties; will screen clients and visitors; provide programmatic information to inquiries and concerns of services; keep supervisor abreast of urgent and pressing matters; log incoming/outgoing mail and disseminate to attention of appropriate staff; compile and prepares reports and correspondences from draft form; types various forms, such as travel authorizations, purchase requisitions, request for direct payment, mileage information, purchase orders, RDP, ICR, supply orders and other reports, as deemed necessary, and maintain follow-up on documents routed for signatory purposes.

Will maintain a variety of records and files up-to-date for accountability purposes, some of which may be of confidential nature. Will prepare bi-weekly timesheets for all personnel; take and transcribe minutes of meetings; make travel arrangements for staff and may participate in planning sessions for meetings and conferences. Attend meetings, trainings, workshops, in-service, conferences. Will perform other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or GED; supplemented by courses in general office procedures, and 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. To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.

Physical Requirements and Work Environment: Work is performed in a typical office environment.

Special Knowledge, Skills and Abilities:

Knowledge of professional clerical office support operations; knowledge of the operation of a variety of computer software and their applications in generating correspondence and reports; knowledge of proper maintenance of records and files; knowledge and skill in the operation of office equipment, such as copier, switchboard telephone unit, typewriter, computer, etc. Skill in completing assignments given by verbal directive or in draft form; and skill in the proper usage of the English vocabulary and punctuation. (Prefer fluency in both the Navajo and English languages.)

License/Certification Requirements: preferred, but not required.

Valid State Driver's License; Navajo Nation Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. (NPEA) AND VETERANS PREFERENCE. Revised: 1-15-2010