THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0528917**	DATE POSTED:	**07/14/14**
POSITION NO:	243005	CLOSING DATE:	**07/25/14**
POSITION TITLE:	**Senior Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DNR/Water Resources / San Juan Irrigation Rehabilitation / Shiprock, NM**		
WORK DAYS:	Mon-Fri	REGULAR FULL TIME: ☑	GRADE/STEP: Y60A
WORK HOURS:	8am-5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 27,768.00 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 13.35 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Work directly with Principal Civil Engineer and Principal Geologist (Branch Director) of Technical, Construction and Operation Branch, under the Department of Water Resources on water related issues through planning, organizing, coordinating, and management of program functions. Provides and/or coordinates administrative/technical office duties; composes public information documents and/or correspondence for supervisor's review/signature; prepares selected reports; reviews and checks documents, records and reviews forms for accuracy, completeness and conformance with applicable rules and regulations; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced policies and/or procedures; assists in administrative problem solving, project planning and development and execution of stated goals and objectives. Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments. Coordinates and monitors defined projects and/or activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring in-depth knowledge of work unit/department, programs and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met. Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; may manage petty cash disbursements and reconciliations; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates; may participate in hiring decisions and performance appraisal.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

Preferred Qualifications:

- Two (2) years of general administrative experience including customer service.
- FMIS Certifications.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(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 policies, practices and procedures related to work assignment; clerical/office support practices and procedures; variety of computer software, word processing, database, and spreadsheet applications. Skilled in preparing a variety of computer software, word processing, database and spreadsheet applications,

Skilled in: performing a variety of clerical functions at a technical or secretarial support level in an office; organizing work and exercising independent judgment in making appropriate decisions concerning work methods; effective oral and written communication; maintaining filing and records systems; operating office equipment, including computer and standard office computer programs; following oral and written instructions; English composition, grammar and punctuation; establishing and maintaining effective working relationships with others.

Physical requirements and work environment: Work involves a minimum of physical effort primarily in an office setting.

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