THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0457988**	Date Posted:	**07/15/13**
POSITION NO:	941040	Closing Date:	**07/26/13**
CLASS CODE:	1366		

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: DSS/Navajo Treatment Center for Children and Their Families (NTCCTF)

DEPARTMENT NO: 45 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R58A

SALARY:
$ 22,734.40 Per Annum
$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Family Therapist - Supervisor with the the Shiprock NTCCF Clinic. Position is required to provide administrative support services to the clinic. Responsible to compile monthly narrative, performance criteria and statistical report from clinic staff to generate (01) report. Preparation of mileage report for the assigned government services adminsitration (GSA) vehicles for the clinic. Responsible to prepare and submit timesheets at the end of each payperiod ending. Prepare travel authorizations, training request forms and registation forms for staff. Prepare and process Purchase Requisitions (PR) for purchases, Request for Direct Payment (RDP) for immediate payments to vendors, Stationery Supply Orders (SSO) for purchases and Interdepartmental Charge Requisitions (ICR) for payments to Navajo Nation departments/programs. Check postal mail daily. Maintain a tracking system for incoming and outgoing mail. Disseminate mail to staff. Composes, types and edits memorandums, letters and correspondence for the clinic. Maintains a filing system for administrative, financial and patient files. Answers telephone, forwards calls to appropriate staff and takes messages if necessary. Schedules appointments. Attends meetings and participates in training(s) for professional development and enhancement of administrative skills; and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Two (02) years experience general office or related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Computer literate. Knowledge in personnel and financial procedures. Practice of Confidentiality and Privacy Act. Ability to follow oral and written instructions. Records management skills. Strong work ethics. Work with multi-task complex problems. Modern office methods and practices. Knowledge in Navajo Nation Personnel Policies and Procedures Maual, Finance Procedures Handbook and Travel Policy.

License/Certification Requirements:

Applicant must possess a Valid State Driver's License and ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.
Position requires a background check and suitability relevancy assessment prior to employment.

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***