

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0033892

Date Posted: 07/18/11

POSITION NO: 159334

Closing Date: 07/29/11

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Office of Legislative Services

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision by the Office of Legislative Services Director, performs full range of clerical work or technical support work of moderate difficulty requiring independent judgment and decision making; resolves non-recurring problems; researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings for supervisor; makes travel arrangements; completes appropriate travel documents and reports.

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

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of clerical/office support practices and procedures; knowledge and skill in a variety of computer software, word processing, database and spreadsheets applications; skill in performing a variety of clerical functions at a technical or secretarial support level in an office; skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods; skill in maintaining filing and records systems; skill in operating office equipment, including computer and standard office computer programs; skill in following oral and written instructions; skill in English composition, grammar and punctuation; skill in establishing and maintaining effective working relationship with others.

License/Certification Requirements:

Valid state driver's license, ***preferred***.

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