

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0392170

Date Posted: 07/19/10

POSITION NO: 933159

Closing Date: 07/30/10

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: DSS/Navajo Nation Program for Self Reliance

DEPARTMENT NO: 39 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N600A

Days: Monday thru Friday

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a wide range of clerical duties for the Special Projects Section (SPS), including but not limited to: organizing, maintaining and monitoring assignments specific to the Navajo Nation Program for Self Reliance (NNSPR) daily office functions; reviews, addresses and provides technical expertise in monitoring office supplies and incentives; prepares travel authorizations for SPS staff; and coordinates meetings rooms and functions detailing reservations for SPS staff. Duties encompass financial responsibilities including the completion of Purchase Orders and Requisitions, Request for Payment, and other financial documents necessary to provide the staff and program with accommodations necessary to perform tasks and assignments, while ensuring compliance with OMB Circulars A-133, A-087 and applicable regulations.

Will provide technical assistance and expertise to field offices in the capacity of financial processing of documents, bids for services, and general financial matters. Serves as a customer services representative when necessary and will provide assistance and interpret applicable policies and regulations consistent with Tribal, State, and Federal welfare laws. Provides technical assistance and expertise as required or requested by the Senior Programs & Projects Specialist to complete specific projects. Shall maintain and monitor files and financial records to generate required reports and to ensure accuracy and completeness of transactions.

Shall attend meetings and conferences as requested; take notes and record minutes as necessary, file meeting documents, and provide copies to attendees as requested. Will answer calls, route calls to appropriate staff, take messages when necessary, and complete reports as needed. Shall perform other duties as assigned by the Senior Programs & Projects Specialist and/or Department Manager III.

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. **(to receive full credit for education/training applicant must submit copies of college transcript, 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 of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of computer software, word processing, database, and spreadsheet 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:

Must pass a criminal background check and employee 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