THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **OAG0102205** Date Posted: **07/19/10**
POSITION NO: **202193** Closing Date: **08/13/10**
CLASS CODE: **1211**
POSITION TITLE: **ADMINISTRATIVE SERVICE OFFICER**
DEPARTMENT NAME: **Office of the Chief Prosecutor**
DEPARTMENT NO: **10** WORKSITE LOCATION: **Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N64A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8am - 5pm** Temporary: ☐ Duration: ____ $ **$36,763.60** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40+** $ **17.67** Per Hour

DUTIES AND RESPONSIBILITIES:
Oversees the management process of a division, department, program or project, which includes fiscal/property management, contract and grants administration, personnel management, budget administration, general accounting, and the development of various reporting procedures and guidelines; organizes, implements and coordinates administrative activities; supervises department, program or project staff to achieve organizational goals and objectives. Develops, presents and administers the programs annual budget; ensures compliance with funding requirements, provides accounting and expenditure control;
develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability; prepares grant proposals to acquire funds in support of programs or projects. Communicates regularly on program and/or project activities through reports, presentation and meetings; provides technical assistance to other departments and tribal entities; interprets relevant policies, procedures and standards; reviews proposed or pending legislation for impact on program and/or project activities; conducts research and analysis of proposals, legislation, and/or funding requests; represents program and/or department with tribal officials, governmental representatives, and the public. Attends staff meetings, training, and workshops; provides training to Prosecutors and Juvenile Presenting Officers. Perform other work-related tasks as assigned by the Chief Prosecutor.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Public or Business Administration, Human Resource Management or a closely related field; and

Experience:
two (2) years of administrative 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 college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:
Experience in reviewing, assessing, analyzing information, and making presentations.
Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting. Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques. Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and council to tribal and other governmental officials. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

License/Certification Requirements:
PREFERRED: A Valid State Driver's License. Depending upon the needs of the Nation may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 08-16-02***