THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824320
DATE POSTED: 07/19/22
POSITION NO: 245174
CLOSING DATE: 08/01/22
POSITION TITLE: Office Specialist
DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department/Marketing-Window Rock, AZ
WORK DAYS: Monday - Friday
WORK HOURS: 8am-12pm & 1pm-5pm
SENSITIVE ☐
NON-SENSITIVE ☑
REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☑ DURATION : 4 Months
GRADE/STEP: BQ58A
$ 27,519.84 PER ANNUM
$ 13.18 PER HOUR

**DUTIES AND RESPONSIBILITIES:**
Answer/Screen telephone calls, take messages, distribute communications (messages/mail) in a timely manner, maintain an incoming and outgoing correspondence/document log, maintain records/files for the program and correspond with the records keeper with department files. Coordinate with other programs, departments and tribal park office to comply with established policies for 164 Review/contract documents and/or publications for the department. Communicate with visitors and tribal park staff, disseminate information regarding all Navajo Tribal Parks such as Backcountry Use Permits, facility rental information, and tribal park contact information. Obtain price quotations, prepare financial documents, and maintain administrative reports. Research and compile general/basic information relating to program projects or events. Serves as a point of contact for the program/section assigned, performs as office receptionist when needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**
**Minimum Qualifications:**
• A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

**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:**
Excellent customer service skills.
Knowledge and experience in office equipment use such as copier, scanner, etc.

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