

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70124304

DATE POSTED: 07/19/22

POSITION NO: 243769

CLOSING DATE: 08/08/2022 by 5 pm

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DODE / Navajo Head Start / Shiprock, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BT58A

WORK HOURS: 40 hrs. / week PART TIME: NO. OF HRS./WK.: _____ \$ 31,988.16 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.32 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Secretarial/Administrative. Assists HS School Readiness Language Immersion Manager (SRLIM) with record keeping and recording. Types a variety of correspondence, reports, memos, or other information from machine or voice dictation. Receives phone calls, maintains control records of information received, routed, assigned, or dispersed; initiates follow-up letters or memos, organizes and maintains filing systems. Reviews incoming/outgoing mail log for SRLIM. Assist walk-in clients with enrollment applications and direct to appropriate content area staff for assistance, or schedule appointments with NHS employees. Collects, reviews, and files all District time sheets for regional staff in coordination with the SRC's. Distribute supplies to the Head Start Centers in coordination with SRCs. Schedule meetings between the District office, chapter officials, community members, other NHS staff and takes minutes at meetings. Assist HS (SRLIM) with other duties as assigned.

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.
- A favorable background investigation.

(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:

Know of Head Start Performance Standards , Navajo Nation, federal, state and local laws relative to position responsibilities; NN health and safety laws, policies and procedures regarding day care centers/pre-schools, and NN risk management policies/procedures, time and attendance, NN Travel policies, NN Procurement Code, NN Operator's Handbook, NHS Collective Bargaining Agreement. Must possess ability to apply problem solving strategies; Must possess the ability to work independently, set priorities, plan organize and implement activities; address the public and professional groups. Must possess the ability to compile reports accurately and attention to detail, while following verbal and written instructions, must communicate effectively orally and in writing. Must apply judgement in the release of confidential information while maintaining filing and recording systems.

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