

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824332

DATE POSTED: 07/21/22

POSITION NO: 245174

CLOSING DATE: 8/3/2022 by 5pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department/Canyon De Chelly Cottonwood Campground - Chinle, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ60A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 32,635.44 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 15.63 PER HOUR

NON-SENSITIVE TEMPORARY: 4 Months

DUTIES AND RESPONSIBILITIES:

Under general supervision will perform full range of technical office support of moderate difficulty requiring independent judgement and decision making; ensures resolution to non-recurring issues and completes assignments as assigned; researches and responds to departmental information pertaining to tribal parks at all locations; answer phone calls and greet visitors, refer calls, email correspondence or visitors to appropriate staff; assists in preparation of specialized reports requiring research and compilation of information from various sources; prepare correspondence, financial documents and forms; maintain files for correspondence, financial documents and ensure records management handbook is followed; follows up on financial documents for payments, records on completed payments and close out purchases of financial documents; maintains electronic and hard copy files; coordinates, schedules and tracks progress of specialized work projects or department functions; responsible for providing answers to visitors campground availability, distribute maps, brochures, and website information; provides direction and routes of travel through the area; provides customer service in providing information of all tribal park locations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office 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:

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 judgement in making appropriate decisions concerning work methods. Skill in effective oral and written communication. 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 relationships with others. Proficient in Microsoft Office software and other computer applications.

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