THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:  OM801624345  
POSITION NO:  245124  
DATE POSTED:  07/21/22  
CLOSING DATE:  08/03/2022 by 5pm

DEPARTMENT NAME / WORKSITE:  Office of Management & Budget - Window Rock, AZ

WORK DAYS:  Monday - Friday  
WORK HOURS:  8:00am - 5:00 pm  
SENSITIVE  
NON-SENSITIVE

REGULAR FULL TIME:  ✓  
PART TIME:  □  
SEASONAL:  □  
TEMPORARY:  □

NO. OF HRS./WK.:  $ 38,836.80 PER ANNUM  
DURATION:  $ 18.60 PER HOUR  
GRADE/STEP:  BQ62A

WORK HOURS:
\[\text{Monday - Friday}\]
\[\text{8:00am - 5:00 pm}\]

DUTIES AND RESPONSIBILITIES:
Provides administrative and secretarial office support to staff, initiates and uses independent decision making, resolves administrative problems, and performs other work assigned. Receives and checks documents, reports, records and forms for accuracy and completeness. Establishes and maintains manual and/or automated filing system. Evaluates and monitors office operations and recommends advancements. Assist with development of goals and objectives, project planning, and administrative problem solving. Provides technical support to staff by compiling information, preparing documents, and conducting and responding to information pertaining to certain work activities or projects. Coordinates and maintain scheduled meetings, events, interviews, and appointment of certain activities. Coordinates and prepares travel arrangements, composes and distributes agendas, meeting materials, oversees support activities of assisting visitors, answering telephones, review and monitor of incoming and outgoing documents. Receives and maintains documents for encumbrances and expenditures, takes incentive to prepare budget estimates, reviews and prepares purchase requisitions and invoices for payment. Compiles financial, expenditure and other specific reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
- An Associate’s degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

Special Requirements:
- A favorable background investigation.
- Possess a valid state driver's license.

Special Knowledge, Skills and Abilities:
Knowledge of office management/administrative support practices and procedures. Knowledge of policies, practices, procedures and terminology appropriate to assigned function. Knowledge of basic budgeting procedures and financial recordkeeping. Knowledge of a variety of computer software, including word processing, database and spreadsheet applications. Knowledge of supervisory methods and techniques. Knowledge of budget preparation, monitoring and administration. Skill in preparing a variety of records, reports, and correspondence using appropriate formats. Skill in maintaining complex files and records. Skill in following complex oral and written instructions, policies and procedures. Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters. Skill in verbal and written communications. Skill in conducting research and preparing reports, documents and correspondence. Skill in utilizing computer databases to research, maintain, and update records and files. Skill in applying judgment in the release of confidential information. Skill in supervising, evaluating, training and motivating employees. Skill in establishing and maintaining effective working relationships with others.

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