THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15324392  DATE POSTED: 07/26/22
POSITION NO: 946540  CLOSING DATE: 08/16/2022 by 5pm
POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services, Ft. Defiance Regional Field Office/Window Rock, AZ

WORK DAYS: Monday thru Friday
WORK HOURS: 8:00 am to 5:00 pm

REGULAR FULL TIME: ☑
GRADE/STEP: BQ58A

NO. OF HRS./WK.: $ 27,519.84 PER ANNUM

DURATION: TEMPORARY: $ 13.18 PER HOUR

DUTIES AND RESPONSIBILITIES:
Under the supervision of the Principal Social Worker (Site Supervisor), the Office Specialist will complete an array of clerical and general receptionist work for DFS/Ft. Defiance Field Office. General receptionist duties: Answer incoming calls and forward to appropriate staff or take messages. Greets visitors/vendors and escorts vendors to appropriate office, maintains visitor logs, and responds to visitor questions. Clerical duties: Maintains incoming and outgoing mail logs, including distribution of program mail and travels to appropriate Navajo offices and local U.S. Post Office to deliver and pick up program mail, and pick-up supplies/equipment. Office Specialist will maintain department files, scan/duplicate documents, ensures copier and fax machines are stocked with paper and print cartridges are adequate; creates brochures and flyers and prints materials as needed. Office Specialist will coordinate meetings, take meeting minutes and drafting agendas, including preparing travel and training request documents. Office Specialist will maintain inventory of supplies and equipment/furniture, including the field office assigned GSA vehicles for reporting and coordinates/schedules vehicle oil changes and other routine maintenance of GSA vehicles.

Office Specialist will pick-up and distribute staff's bi-weekly payroll statements. Office Specialist will maintain staffs bi-weekly timesheets, and reporting to the department's Master Timekeeper. Office Specialist will maintain schedule of staff annual performance appraisals and communicate with Principal Social Worker on due dates for annual submissions. Office Specialist will assist with procurement processes by contacting vendors for quotes/bids. Office Specialist will assist with completing & creating office forms and documents. As needed, the Office Specialist will assist the ALTCS Office with mail run, answering ALTCS telephone call, and participate in team planning meeting of work related events. Office Specialist will attend work-related meetings, conferences, workshops, and trainings.

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:
• A favorable background investigation.
• A valid state driver’s License.
• Within 90 Days of Employment, incumbent will complete the Navajo Nation Department of Highway Safety Defensive Driving Course for tribal vehicle permit issuance and complete/receive the mandated Navajo Nation Sexual Harassment training.

(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 Knowledgeable, Skilled and Abilities:
Knowledgeable of applicable policies, practices and procedures related to work assignment. Knowledgeable of basic clerical-office support practices and procedures. Knowledgeable of a variety of computer software, word processing, database, and spreadsheet applications. Skilled in preparing a variety of records, reports, correspondence using standard computer software. Skilled in maintaining electronic and/or hard copy filing/records systems. Skilled in operating office equipment, including computer programs. Skilled in following oral and written instructions. Skilled in English composition, grammar, and punctuation. Skilled in basic math, cash receiving and accounting principles. Skilled in establishing and maintaining effective working relationships. Skilled in preparing clear and comprehensive reports. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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

Revised: 03.05.18