THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02710555 | DATE POSTED: 07/27/15

POSITION NO: 212007 | CLOSING DATE: 08/07/15

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Fleet Management / Window Rock, AZ

WORK DAYS: Monday - Friday

WORK HOURS: 8am-5pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB58A

$ 24,128.00 PER ANNUM

$ 11.60 PER HOUR

DUTIES AND RESPONSIBILITIES:

Screens telephone calls, routes calls and takes messages; responds to routine questions from the public; provide public with specifics such as program information's; researches and responds to requests for general information's; composes, types and edits correspondence, reports, records and forms; enters and verifies data in computerized system; performs specialized calculations. Arranges meetings and conferences; makes travel and lodging arrangements; reviews reports, records, accounts or other documents for completeness, accuracy, and conformity with established procedures; maintains electronic and/or hard copy files; processes employee and office forms; transcribes minutes of meetings. Prepare work orders, supply requisitions and related documents within established limits and procedures; monitors, orders and maintains office supplies, inventory and equipment; order and receive automotive repair parts; perform minor repairs or replacement of automotive repair parts; may coordinate the work of others and train new employees; require to lift, carrying, and supplies weighting up to 30 pounds; maintains clean safe working environment; may be delegated in the absence of supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

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:

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