

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0636868

Date Posted: 07/30/12

POSITION NO: 241175

Closing Date: 08/10/12

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Navajo Special Diabetes Project

DEPARTMENT NO: 63 WORKSITE LOCATION: Dilkon, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R58A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 a.m. - 5:00 p.m.

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Incumbent shall screen telephone calls, takes messages and routes calls to respective staff and departments; Greets and directs them to respective staff and/or organizations; maintain appointments and interview schedule for Program Supervisor I and other staff; Be a self starter with the ability to work under difficult circumstances; Be assertive to orient self with Navajo Nation program and services that will allow incumbent to answer questions and refer the general public to appropriate programs for services; be able to operate Xerox and facsimile machines.

Receive activity reports and data from staff; compute data into an electronic format while verifying data for accuracy and completeness; compose & edit correspondences and reports for accuracy & completeness prior to finalization and submittal to NSDP Central Administration; Maintain documents in a centralized filing system (automated and hard copy) for the respective agency office. Maintain a log to record telephone calls, incoming/outgoing mail and distribute to respective staff; arranges meetings and conference location for the agency office. Ensure minutes are taken/kept and transcribed of all staff meetings and distributed to staff.

Arranges meetings and conference location for the agency office; ensure minutes are taken/kept and transcribed of all staff meetings for distribution to staff; prepares travel authorizations, work orders, supply requisitions, and other budgetary documents; Maintain office and other supplies necessary to ensure NSDP staff adequately performs duties and responsibilities to meet the need of consumers; arrange travel itinerary, including lodging, for all NSDP staff at the respective service areas; maintain an automated inventory system of all equipment and supplies; assist in the orientation of new NSDP Staff at the service area; assist in the wellness activities & coordinate work with other staff, general public and organizations; performs other duties as assigned by the Program Supervisor I and NSDP Central Administration.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

Two (2) years general office experience; or equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment.

Knowledge of basic 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 records, reports, correspondence using standard computer software.

Skill in maintaining electronic and/or hard copy filing/records systems.

Skill in operating office equipment, including computer programs.

Skill in following oral and written instructions.

License/Certification Requirements:

Valid state driver's license is required per Department and a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99