

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: 00C02815917

DATE POSTED: 07/31/18

POSITION NO: 202540

CLOSING DATE: 08/13/18

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Office of Controller-General Accounting Section/ Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AI58A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,731.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.89 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provides secretarial, reception and related work: answering telephone and making proper referrals or taking messages, maintaining pick-up and tracking system of all mail daily; compose general correspondence for Department staff, Navajo Nation; use computer on daily basis; assist with coordinating and maintaining all records/filing system, setting up meeting/training place for staff and make travel arrangement as necessary. Review, validation and posting of accounting transactions to the Navajo Nation financial accounting system in the form of Interdepartmental Charge Requisition, and Air Transportation flight invoices. Review financial documents for completeness (computations, invoices, encumbrance, account number, signature, etc.) prior to posting of accounting transactions, including communicating with departments on documents to resolve any discrepancies. Assist and provide support functions to the accountants regarding account analysis and reconciliation. Other duties as assigned by Accounting Supervisor.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or 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:**

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

*(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.***