

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0373967

Date Posted: 08/01/11

POSITION NO: 208947

Closing Date: 08/12/11

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: Department of Navajo Veterans Affairs (DNVA) Eastern Navajo Agency

DEPARTMENT NO: 37 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R60A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Veterans Service Officer (VSO), the Senior Office Specialist (SOS) provides the following duties and responsibilities: Responds to request for general information requiring comprehensive knowledge of department policies and procedures; assist in the preparation of specialized reports; composes, types and edits correspondence, reports and documents; enter and verifies data in computerized system; maintains electronic and hard copy files; maintains control record of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and take messages; schedules appointments and meetings; makes travel arrangements; participates in preparation of program budget data and financial records; develops PowerPoint presentations, conduct training as required; receives, logs and distributes incoming/outgoing mail; transcribes minutes of meetings; order and account for office supplies, inventory and equipment; submits bi-weekly timesheets; may supervise, monitor or coordinate the activities of subordinates.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business or related field; and

Experience:

Three (3) years responsible office experience; or an equivalent combination of education, 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, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Has computer literacy with skills and knowledge of Word, Excel, Access, PowerPoint, etc.; and familiarity with the various Navajo Nation Policies and Procedures such as fiscal, personnel, travel, motor vehicle, etc.; and the ability to be fluent in the Navajo and English languages would be helpful.

License/Certification Requirements:

PERFERRED: Possess a valid State Driver's License and obtain a Navajo Nation Tribal Operator's Permit within 90 days of employment.

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