

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1332266

POSITION NO: 236136

CLASS CODE: 1366

Date Posted: 08/02/10

Closing Date: 08/16/10

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Local Governance Support Center - Fort Defiance Agency

DEPARTMENT NO: 133 WORKSITE LOCATION: Wide Ruins Chapter

WORK DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N580A

Days: Mon-Fri Permanent: X SALARY: _____

Hours: 8AM-5PM Temporary: _____ Duration: _____ \$ 21,944.00 Per Annum

Part-Time: _____ No. of Hrs./Work: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Works under direct supervision of the Community Services Coordinator (CSC).. Assist the Community Services Coordinator in carrying out the daily administration of the local chapter government by performing various tasks including, but not limited to the following: Greeting and assisting community member with application forms for various financial assistance; as well as directing people to appropriate sources for assistance. Ensure and maintain internal controls over all cash receipts and expenditures. Establishment and the maintenance of a sound filing system for all chapter records. May be delegated by CSC to administer chapter government operation from time to time. Must advise the CSC for all approved budget fund availability, carryovers, supplemental appropriation, and internally generated revenues for procurement of goods and services.

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 or related experience; or an 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 transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic principles of record keeping, case files and records management.

Knowledge of business and personal computer hardware and software applications.

Knowledge of English usage, spelling, grammar and punctuation.

Skills in effective communications in both English and Navajo languages.

Skills in interacting with people and establishing cooperative working relationships with employees and the general public.

VETERANS' PREFERENCE APPLIES

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