

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

REQUISITION NO: DNR06215948

DATE POSTED: 08/03/18

POSITION NO: 234877

CLOSING DATE: 08/17/18

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/ Agriculture / Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A158A

WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,731.20 PER ANNUM

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

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

**DUTIES AND RESPONSIBILITIES:**

Provide overall administrative support by providing professional and friendly customer service to the Department, Department Manger and its programs; serve as first contact for clients seeking assistance, information, etc. by telephone calls, in-person, email, etc.; logging all incoming correspondences, mails and provide log-in to appropriates program; Assist administrative staff by obtaining office and operational supplies, making travel arrangements, arranging meeting and/or conference, develop general correspondences and reporting as required; compile program activities reports for department manager; assist programs with accomplishing their goals and objectives; develop and maintain teamwork and networking to maintain and improve communications with the elected officials (District Grazing Committee, District Land Board Member and the Major Irrigation Farm Board member); assist with preparing financial documents and and tracking expenditures to final payout; provide elected officials administrative support and appropriate information so they can administer and enforce agricultural laws and policies; be responsible for inventory management of furnishing and equipment, trailers, ATVs, vehicles, etc.; assist elected by officials by being FMIS certified to research information regarding payment, updates as requested by the officials; provide support to ASO in managing office operations, organization and communication; provide professional and kind customer service; respond to request for documents; etc.

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

**Minimum Qualifications:**

- A high school diploma/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

***(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:**

Knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines aspects of tribal operations; must be computer literate with knowledge of computer software, word processing, excel, etc. applications; knowledge of basis office skills and use of office machine and equipment's; and must have good communication skills in both Navajo and English languages.

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