THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05724490 | DATE POSTED: 08/04/22

POSITION NO: 233888 | CLOSING DATE: 08/18/2022 by 5 pm

POSITION TITLE: **Senior Office Specialist**

DEPARTMENT NAME / WORKSITE: NDSS/Dept. of Child Care & Development - Shiprock Regional Child Care Centers/Shiprock, NM

WORK DAYS: Monday thru Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: BJ60A

WORK HOURS: 8:00 am to 5:00 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 32,635.44 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | $ 15.63 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Senior Office Specialist will perform a full range of clerical support, including general receptionist duties. Provide administrative support to the Program Supervisor II and regional staff. Senior Office Specialist will travel to DCCD - Administration Office to delivery and pick up financial documents, supplies, etc. and pick up supplies ordered from vendors. As needed, may transport staff to other Navajo Nation offices. Travels to local post office to deliver and pick up mail. Create files and binders as needed and following the NN Records & Retention procedures, maintain all files, including year-end close-out files through consolidation and store in designated areas. Maintain center staff personnel files, including pertinent Health and Safety files and ensure all documents are filed correctly. Plan, coordinate and track staff trainings, including filing training certificates. Maintain attendance records for staff and complete & submit bi-weekly regional timesheets to the designated department master timekeeper for recording onto master timesheet. Track staff's annual employee performance appraisals forms and print forms as needed for PSII and center leads to complete for staff. Coordinate interviews for vacant positions by mailing out interview letters, preparing interview packets such as sign-in sheets, non-select letters and recommendation memos for selection and forward to DCCD - HR Section for post interview processes. Assist PSII and center leads with coordinating internal new hire orientations, enroll new hires for mandatory trainings, such as NN Sexual Harassment, NN New Employee Orientation, Health & Safety Trainings, NN Department of Highway Safety, Food Handlers, First Aid/CPR, etc. Pickup bi-weekly payroll from DCCD - Administration and distribute them to regional staff.

Maintain and create financial files for Purchase Orders, Interdepartmental Charge Requisitions (ICRs), NN Offices, and routine vendors. Prepare ICRs, Request for Direct Payments (RDPs) for vendor payments, Receiving Records, Stationary Supply Order (SSOs). Maintains/creates internal log and general ledger to track financial documents. Submits request to the NN Records Department/Publication & Duplicating Services Program for bulk duplication service orders and/or pick-up ready-made NN manuals. Works with vendors for quotes for supply orders for general office supplies to classroom supplies, including child care center kitchen and dining area needs. Will utilize the NN Financial Management Information System (FMIS) to enter requisition orders and amend purchase orders as needed. Work with the DCCD - Accounting Section for vendor payment requests for submission to the NN Division of Finance/OOC - Accounts Payable for processing. Collect co-payment fees from parents/guardians for child care services, including maintaining ledgers and reports for fees collected. Prepares weekly co-payments received from parents/guardians for submission to the NN Division of Finance - OOC/Cashiers Section for payment posting to assigned propriety business unit account. Makes travel arrangements and complete travel authorization forms for staff as needed. Maintain and complete annual property listing for all regional centers, maintain/track and submit mileage log reports for assigned regional tribal vehicles. Attend work-related meetings, conferences/workshops and training.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

•A favorable background investigation.
•Possess a valid state driver's license.
•Within 90 Days of Employment obtain Food Handler's Permit, 1st Aid/AED/CPR Training, and the Navajo Tribal Vehicle Operator's Permit.

(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:

Knowledgeable of applicable policies, practices and procedures related to work assignment. Knowledgeable of clerical/office support practices and procedures. Knowledgeable of a variety of computer software, word processing, database, and spreadsheet applications. Skilled in preparing a variety of computer software, word processing, database and spreadsheet applications. Skilled in performing a variety of clerical functions at a technical or secretarial support level in an office. Skilled in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods. Skilled in effective oral and written communication. Skilled in maintaining filing and records systems. Skilled in operating office equipment, including computer and standard office computer programs. Skilled in following oral and written instructions. Skilled in English composition, grammar and punctuation. Skilled in establishing and maintaining effective working relationship with others. Willing to get trained and use the Navajo Nation Financial Management Information System (FMIS), including 6B Rollout Procurement and Accounts Payable.

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