

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05724507
POSITION NO: 933782
POSITION TITLE: _____

DATE POSTED: 08/04/22
CLOSING DATE: 09/09/2022 by 5 pm

Office Specialist

DEPARTMENT NAME / WORKSITE: <u>NDSS/Department of Child Care & Development - Casework Section/Shiprock, NM</u>		
WORK DAYS: <u>Monday thru Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ58A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>27,519.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>13.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

The DCCD - Shiprock Casework Office Specialist will complete an array of general receptionist and clerical support work. **General receptionist duties:** Answer incoming calls and forward to appropriate staff or take messages. Greets visitors/vendors, maintains visitor logs, responds to visitor questions and maintains the front-desk and lobby area. And assists the public with specifics on program and general eligibility information on child care assistance and directs people to appropriate resources. **Clerical duties:** Office Specialist will assist supervisor draft and edit correspondences/reports for completeness, accuracy, and conformity within established procedures. Office Specialist will maintain electronic and/or hard copy of files personnel, financial, and other program related files. Office Specialist will assist caseworkers in the preparation, arrangement, and maintenance of client case files and including scan/duplicate documents for casefiles.

Office Specialist will maintain incoming and outgoing mail logs, including distribution of casework office mail and travels to appropriate Navajo Nation offices and local U.S. Post Office to deliver and pick up mail and supplies and/or equipment. Office Specialist will address staff bi-weekly timesheets for submission to the DCCD – Administration Master Timekeeper. Office Specialist will maintain inventory of supplies and equipment/furniture and submit annual reporting to DCCD – Central Accounting Section for inclusion with the department’s NN Risk Management’s Exposure Summary reports. Office Specialist will submit assigned tribal vehicle monthly vehicle mileage reports to the designated DCCD - Central Administration staff. Office Specialist will prepare and submit work orders to DCCD – MIS and Facilities Maintenance Section. Office Specialist will organize meetings, prepares agenda, transcribes minutes of meetings, schedules appointments and interviews. Office Specialist will prepare and submit travel and training request documents, including other financial documents. Office Specialist will complete procurement processes by contacting vendors for quotes/bids and once certified for the Navajo Financial Management Information Systems (FMIS) will address 6B procurement processes with entries into FMIS. Office Specialist will attend work related meetings, trainings, & conferences.

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:

- 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, the Navajo Nation Tribal Vehicle Operator’s Permit, receive the mandatory Navajo Sexual Harassment training, and per funding condition, complete a physical examination.

(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 basic clerical and office support practices and procedures. Knowledgeable of computer software, word processing, database and spreadsheet applications. Knowledgeable of microfiche processing and storage. Knowledgeable of the operation and maintenance of camera equipment related to microfilm storage. Skilled in preparing a variety of records, reports and correspondence. Skilled in the use of personal computers and applicable software applications. Skilled in maintaining filing and records systems. Skilled in following oral and written instructions. Skilled in operating office equipment, including computer programs. Skilled in English composition, grammar and punctuation. Skilled in applying judgment in the release of and safeguarding confidential information. Skilled in preparing clear and comprehensive reports. Skilled in establishing and maintaining effective working relationships. Willing and able to use the Financial Management Information Systems (FMIS) and able to communicate in both fluently in English and Navajo.

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