Position Title: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Gallup, NM

WORK DAYS: Monday to Friday

REGULAR FULL TIME: ☑

NO. OF HRS./WK.: 40

GRADE/STEP: BQ60A

WORK HOURS: 8 a.m. to 5 p.m.

PART TIME: ☐

SENSITIVE ☑

SEASONAL: ☐

NON-SENSITIVE ☐

TEMPORARY: ☐

DURATION: PER ANNUM

$ 32,635.44

WORK HOURS: 8 a.m. to 5 p.m.

WORK DAYS: Monday to Friday

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Gallup, NM

POSITION NO: 942362

REQUISITION NO: DSS03924557

DATE POSTED: 08/11/22

CLOSING DATE: 09/02/2022 by 5 pm

DUTIES AND RESPONSIBILITIES:
Coordinates all fiscal activities with the Department for Self Reliance (DSR) Finance Section and the Office of the Controller by retrieving invoices and preparing necessary receiving records and staff travel reimbursement reports, etc.; prepares financial documents such as: purchase requisitions, requests for direct payments, travel authorizations, stationery supply orders, and receiving reports in a timely manner and submits all required documents signed and approved for payment; continuous follow up on transactions to assure payments are made in accordance to receiving reports submitted; assures all purchase orders are closed with reasonable time and works with the DSR Accountant in closing out all open commitments during the end of the fiscal year in each account; maintains financial transaction files for all areas associated with the business office for future reference; assures all records are updated periodically and kept in an orderly fashion; completes monthly financial reports; picks up payroll/reimbursement checks & distributes to staff; assures all unclaimed reimbursement checks and/or payroll checks are kept in a secure locked safe until staff has claimed check(s); maintains active and closed files to analyze/ensure accounts are updated in ledger for all purchase orders, interdepartmental charge requests, travel authorizations, and request for direct payments; corrects all accounts which are delinquent. Responsible to initiate all transactions relevant to Personnel Action Forms and prepares Job Vacancy Announcements and other related documents in a timely manner through the DSR Human Resources Section, Contract Accounting, and Department of Personnel Management; responsible to monitor new employee introductory period dates and alert Program Supervisor II prior to the employee's 90th day; monitors employee evaluation dates for all field office employees to ensure annual Employee Performance Appraisal Forms (EPAF) are completed and submitted for each employee in a timely manner; processes monthly employee roster and vacancy statistics; safeguards and ensures the confidentiality of all personnel information and records; maintains and updates position and personnel information, and creates new personnel files as needed; picks up applicant referral notices for vacant positions, notifies applicants of interview, makes interview arrangements, tabulates scores, and assists with the recruitment and onboarding of new employees. Prepares and submits an accurate timesheet on a biweekly basis for all office staff; keeps record of employee leave request forms, and tracks employee leave balances. Assists with the preparation and processing of backpay forms, overtime forms, and other documents related to employee compensation. Prepares correspondence and provides administrative clerical support to the Program Supervisor II and direct service staff to continue program operation.

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.
● A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation 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:
KNOWLEDGE OF: applicable policies, practices and procedures related to work assignment; clerical/office support practices and procedures; a variety of computer software, word processing, database, and spreadsheet applications.

SKILL IN: preparing a variety of computer software, word processing, database and spreadsheet applications; performing a variety of clerical functions at a technical or secretarial support level in an office; organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods; effective oral and written communication; maintaining filing and records systems; operating office equipment, including computer and standard office computer programs; following oral and written instructions; English composition, grammar and punctuation; establishing and maintaining effective working relationships.

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