THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0552292** Date Posted: **08/16/10**

POSITION NO: **209885** Closing Date: **08/27/10**

CLASS CODE: **1366**

POSITION TITLE: **OFFICE SPECIALIST**

DEPARTMENT NAME: **Office of Navajo Women & Families**

DEPARTMENT NO: **55** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday - Friday**

Hours: **8:00 am - 5:00 pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration:

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N58A**

SALARY:

$ **21,944.00** Per Annum

$ **10.55** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a full range of clerical work or technical support work of moderate difficulty requiring, independent judgment and decision making; performs related work as assigned; assists in the preparation of specialized reports requiring collection of information from varioius sources; composes, types and edits correspondences, letters, memorandums, financial documents, reports, forms and other administrative documents from oral instructions, rough draft, and transcriptions; takes messages; makes travel arrangements; completes appropriate travel documents and reports; works cooperatively with public, chapter officials and other agencies; receives, sorts and distributes incoming and outgoing mail; operates calculator, computer, facsimile machine and other office equipment as needed. Work beyond the regular tour of duty may be required to assume delegation from time to time. Must be able to maintain confidentiality when addressing client needs, and able to handle sensitive human services cases.

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, certificates, diploma, etc)***

Special Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment usage, knowledge in principles of letter and report writing, filing systems; ability to type a minimum of 45 WPM, ability to do clerical work and learn office operations and procedures; knowledge of basic account functions; basic element of correct English usage, spelling, vocabulary, grammar, punctuation, arithmetic; ability to understand and follow oral and written instructions.

License/Certification Requirements:

PREFERRED: Valid State Drivers License

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. *Revised: 1-15-99*