

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0582299

Date Posted: 08/16/10

POSITION NO: 228880

Closing Date: 08/27/10

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Navajo Parks and Recreation Department

DEPARTMENT NO: 58 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N600A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8am - 5pm

Temporary:

Duration: Permanent \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision to perform a variety of office support work of moderate difficulty performing a full range on clerical assignments, initiatives, with independent and decision making and resolving problems that are of a non technical nature, applies specialised functional knowledge to independently analyze and respond to matters within established limits; answer telephones, routes calls, take messages; greets and refers visitors to appropriate staff/resources; responds to routine inquires that requires judgement in determining the type of information; provides and assists the Department Manager with administrative assignments specific to Oversight Committee members with department function/events information, attend meetings on behalf of Department Manager as assigned, types routine correspondence, reports, make travel arrangements for Department Manager, prepare travel authorizations, prepare labels and forms for Contracts; handle all department Review Process and follow up on status of SAS packets, to establish and maintain all office files; filing new documents, purge and update files; work and assist other tribal park office staff and performs other related work as assigned.

Receives, logs in and distributes incoming mail and assignments to Managers/staff; responds to requests for information, reports on contract documents, assist with routine photocopies of office documents; may oversee day-to-day operation of department; to prepare and transmit facsimiles; receives and processes office related forms and/or documents; takes and transcribes minutes of staff meetings; compiles and enters data of Contract information on Microsoft Excel program, make routine calculations and check information for accuracy for contracts; may order, request for price quotations for office supplies and assist Accounting staffs as necessary to obtain price quotes and prepare financial documents for contracts.

To provide technical support to professional staff with research and compile information, prepare supervisors documents/ correspondence, conduct and respond to inquiries related to department and tribal park areas, activities and events; assist with coordination and monitoring projects, provide recommendations, receive and evaluate comments from other department staffs, visitors and general public, to serve as a liaison between Programs, Special Events and Administration Office.

QUALIFICATION REQUIREMENTS:

An Associates Degree in Secretarial Science, Business or related field; and **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

three (3) years of office experience, or an equivalent combination of education, training and administrative experience that provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the Parks and Recreation and including the operation of Tribal Parks and Recreation areas.

License/Certification Requirements:

Valid State Driver's License, preferred and Navajo Nation Driver's Permit.

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