

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7704019

Date Posted: 08/16/11

POSITION NO: 948606

Closing Date: 08/29/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist**

DEPARTMENT NAME: Navajo Head Start - Crownpoint Agency

DEPARTMENT NO: 770 WORKSITE LOCATION Gallup, New Mexico

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V58A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 23,857.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Screens telephone calls, routes calls, and takes messages, greets and directs visitors as appropriate; responds to routine questions from the public; directs people to appropriate sources; provides public with specifics such as program information; researches and responds to requests for general information; composes, types, and edits correspondence, reports, records, and forms; enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; performs specialized calculations.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies of facsimiles; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; transcribes minutes of meetings.

Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may receive money, prepare receipts of payment and log in money received on financial documents; may coordinate the work of others and train new employees.

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. Some positions may require specific licenses or certifications. (To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignments; knowledge of basic clerical/office support practices and procedures; knowledge of a variety of computer software, word processing, database, and spreadsheet applications; skill in preparing a variety of records, reports, correspondence using standard computer software; skill in maintaining electronic and/or hard copy filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English composition, grammar, and punctuation; skill in basic math, cash receipting and accounting principles; skill in establishing and maintaining effective working relationships; and skill in preparing clear and comprehensive reports.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, and a Navajo Nation Vehicle Operator's Permit.

UNION POSITION**

"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