THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0453992** Date Posted: **08/16/11**
POSITION NO: **241211** Closing Date: **08/29/11**
CLASS CODE: **1366**
POSITION TITLE: **Office Specialist**
DEPARTMENT NAME: **DSS/Navajo Treatment Center for Children and Their Families**
DEPARTMENT NO: **45** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R58A**
Days: **Mon - Fri** Permanent: ☑ SALARY:
Hours: **8:00am - 5:00pm** Temporary: ☐ Duration: $ **22,734.40** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:
Provide administrative support services to the NTCCF Clinical/Administration Office. Responsible to compile monthly narrative, performance criteria and statistics report for the program reviews reports for completeness and accuracy. Work closely with General Services Administration (GSA) in reporting assigned vehicle mileage. As primary timekeeper will be responsible for the submittal of accurate time and attendance for program staff. Prepare and process travel authorization, training request forms and registration forms. Prepare and process Purchase Requisitions (PR) for purchases, Request for Direct Payments (RDP) for payments to vendors, Stationery Supply Orders (SSO) for purchases, Receiving Record (RR) for lease payments and Interdepartmentmental Charge Requisitions (ICR) for payments to other Navajo Nation departments. Check mail daily, maintain a log-in mail and log-out of and disseminate to staff. Fascimile documents. Composes, types and edits memorandums, letters and correspondence for the regional clinic. Maintain filing system. Answers telephone, forwards calls to appropriate staff and takes messages. Sets up and attends meetings. Attends and participates in training(s) for professional

development and enhancement of administrative skills.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; supplemented by courses in general office procedures. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Experience:
Two (02) years experience general office or related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:
Computer literate. Knowledge in personnel and financial procedures in processing documents. Knowledge of Navajo Nation Personnel Policies, Financial Services Manual and Personnel and Travel Procedures. Knowledge and practice of the Confidentiality and Privacy Act. Establish and maintain effective working relationships. Ability to follow oral and written instructions. Records Management skills. Knowledge of modern office methods, practices and equipment. Strong work ethics, adherence to work attendance standards and ability to work with multitask complex problems.

License/Certification Requirements:
Must possess a Valid state driver's license and obtain a NN Tribal Operators Permit within 90 days of employment. Must obtain a criminal background check with fingerprint card and driving record..

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***