

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR09710644

DATE POSTED: 08/17/15

POSITION NO: 931794

CLOSING DATE: 08/28/15

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development, Chinle, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB58A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.60 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Administers and coordinates the office service activities of the Workforce Center office. Develops, refines work procedures and interdepartmental document flow. Prepares outgoing correspondences. Corrects grammar, punctuation and formats as required. Follow-up on action items, schedules appointments and summarizes information for the Workforce staff. Makes travel arrangements, and prepares travel authorizations. Assists and answers inquiries regarding interpretation of reports, procedures, etc. Brings to the Program Supervisor III's attention of correspondences and issues requiring the immediate review to comply and prioritize with appropriate material for reference. Prepares and maintains a complex filing system meeting the needs of the Workforce Center. Receives telephone calls and visitors, ascertains nature of business and directs to appropriate staff or other tribal offices.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

**Special Requirements:**

- Possess a valid state driver's license.

***(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:**

Considerable knowledge of business English, spelling, mathematical calculations, modern office practices, computer literate. Knowledgeable in office practices, procedures and equipment. Knowledge of tribal policy and procedures; some experience in supervision. Ability to demonstrate cooperative to greet the general public with courtesy, tact on a wide variety of phone or in person.

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