THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0579084**	DATE POSTED:	**08/18/14**
POSITION NO:	**240373**	CLOSING DATE:	**08/29/14**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Chinle, Arizona**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑	GRADE/STEP:	Y58A
WORK HOURS:	8:00a - 5:00p	PART TIME:	☐ NO. OF HRS./WK.:	$ 23,420.80	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 11.26	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Screen telephone calls, routes call, and takes messages, greets and direct visitors as appropriate; Responds to routine questions from the public; directs people to appropriate sources; researches and responds to requests for general information; provides public with specifics such as program information; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Arranges meetings and conferences, prepares agenda, transcribes minutes of meetings, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department.

Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, supply requisitions and related documents within established limits and procedures; and obtains appropriate signatures. Monitors, orders and maintains office supplies, inventory and equipment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by 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:

Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; and knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in maintaining electronic and/or hard copy filing/records systems; skills in following oral and written instructions; skills in English composition, grammar, and punctuation; skills in establishing and maintaining effective working relationships; and skills in preparing clear and comprehensive reports.

<<A favorable background investigation is required>>
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.