THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS13224608
DATE POSTED: 08/18/22
POSITION NO: 944041
CLOSING DATE: 09/09/2022 by 5pm

POSITION TITLE: Senior Office Specialist
DEPARTMENT NAME / WORKSITE: Department of Criminal Investigations/ Window Rock, AZ

WORK DAYS: Monday-Friday
WORK HOURS: 8:00 am-5:00 pm

REGULAR FULL TIME: $32,635.44 PER ANNUM
GRADE/STEP: BQ60A
NO. OF HRS./WK.: 37

SENSITIVE

PER HOUR:

NON-SENSITIVE

DUTIES AND RESPONSIBILITIES:
Under general supervision, performs a variety of office support work of moderate difficulty performing a full range of clerical assignments and resolving problems that are of a technical nature; applies specialized functional knowledge to independently analyze and respond to matters within established limits; performs administrative work for the investigation district and dept. Screens, routes, and takes telephone messages. Greets and directs visitors appropriately; composes, prepares, types and edits correspondence, reports, records and forms; enters and verifies data in a computerized system and reports from data; compiles reports; performs 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; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; transcribes minutes of meetings. Prepares, obtains signatures, monitors, orders and maintains inventory; 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. Able to develop and maintain a tracking system for caseloads, personnel, and funding information. Participates in the budgeting process and some accounting knowledge. Must be able to articulate well in written and verbal communication.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:
• A favorable background investigation.
• Possess a valid state driver’s license. Must obtain FMIS certification within 90 days of hire.

(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 clerical/office support practices and procedures. Knowledge and skill with a variety of computer software, word processing, database, and spreadsheet applications. Skill in performing a variety of clerical functions at a technical or secretarial support level in an office. Skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods. Skill in maintaining filing and records systems. Skill in operating office equipment, including computer and standard office computer programs. Skill in following oral and written instructions. Skill in English composition, grammar and punctuation. Skill in establishing and maintaining effective working relationship with others. Proficient in Microsoft Office software or other computer applications.

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

Revised: 03.05.18