**THE NAVAJO NATION**
Department of Personnel Management

**JOB VACANCY ANNOUNCEMENT**

**REQUISITION NO:** LB06018514  **DATE POSTED:** 08/21/19

**POSITION NO:** 241432  **CLOSING DATE:** 9/4/2019 5:00pm

**POSITION TITLE:** Senior Office Specialist

**DEPARTMENT NAME / WORKSITE:** Office of Navajo Nation Human Rights Commission, St. Michaels, NN (AZ)

**WORK DAYS:** M-F  **REGULAR FULL TIME:** ☑  **GRADE/STEP:** AR60A

**WORK HOURS:** 8-12, 1-5  **PART TIME:** ☐  **NO. OF HRS./WK.:** 30,035.20

**SENSITIVE:** ☐  **SEASONAL:** ☐  **DURATION:** ☐

**NON-SENSITIVE** ☑  **TEMPORARY:** ☐

**WORK HOURS:** 8-12, 1-5  **PART TIME:** ☐

**NO. OF HRS./WK.:** $30,035.20  **$ PER ANNUM**

**SENSITIVE** ☐  **SEASONAL:** ☐  **DURATION:** ☐

**NON-SENSITIVE** ☑  **TEMPORARY:** ☐

**$ PER HOUR**

**DUTIES AND RESPONSIBILITIES:**
The duties of the position include, but not limited to, maintaining the timesheet for the office, accounting for all equipment including the maintenance thereof, ordering office supplies and ensuring adequate stock of such office supplies, maintaining ledgers of all administrative expenditure documents, maintaining minutes and journal of all Navajo Nation Human Rights Commission meetings and public hearings, processes all administrative office forms and documents such as requisitions and personnel action forms, and maintain Financial Management Information System certification.

The responsibilities of the position is to maintain comprehensive knowledge of the Navajo Nation procurement process, Financial Management Information System, budgetary processes of the Navajo government; ensure that office expenditures are compliance with policies and regulations, and maintaining effective communications with office staff.

**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:**
- Navajo Nation Financial Management Information System (FMIS Certification)

*(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:**

Ability to communicate in and understand the Navajo language. Knowledge of the Navajo Nation budgetary process and hiring process.

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**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