

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

REQUISITION NO: DOH1208137

Date Posted: 08/26/13

POSITION NO: 976832

Closing Date: 09/09/13

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 120 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R60A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 12.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completed appropriate travel documents and reports.

Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel record, budget data and financial record, ensures adherence to applicable policies and procedures, and monitor/checks for accuracy; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Secretarial Science, Business or related field; and

**Experience:**

Three (3) years responsible office experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications. Incumbents are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

***(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of clerical/office support practices and procedures. Skill in preparing a variety of computer software, word processing, database, and spreadsheet applications. Skill in organizing work efficiency and exercising independent judgment in making appropriate decisions concerning work methods. Skill in English composition, grammar, and punctuation.

**License/Certification Requirements:**

Valid state driver's license and ability to obtain Navajo Nation Operator's Permit within 90 days of employment, ***preferred***.

**\*\*Position requires a background check and suitability assessment prior to employment\*\***

**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*