

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01016074

DATE POSTED: 08/27/18

POSITION NO: 244231

CLOSING DATE: 09/17/18

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: A158A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,731.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.89 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision will maintain office operations involving: answering and screening calls and directing to calls, takes message for electronic delivery, greet and provide public information; completes mailings, retrieves district mail, sends, maintains incoming documents and outgoing mail log, routes to respective personnel; schedules and makes meeting/travel arrangements, maintains office calendar(s); transcribes and drafts memorandums, letters, reports, forms and other correspondences and ensure documents are complete and accurate; compiles data and statistical information; establish and maintain a uniform filing system for electronic, hard copy, and evidence files; Ensures and maintains the highest level of confidentiality and security in all aspects of the job; Prepares documents and evidence for proper storage, archiving, and disposal. Attend department meetings and trainings.

Prepares financial documents, completes annual property inventory and supply inventory, including documentation for disposition of property and necessary arrangements for the disposition.

Provide assistance to other prosecutor districts and departments; and completes additional assignments to meet the goals and objectives of the department/division.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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:

Knowledgeable in legal practices, terminology, documents, and records management. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo/English languages as a condition of employment.

Knowledgeable in Microsoft programs, email, SharePoint, Adobe, and etc.

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