

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0214041

Date Posted: 08/29/11

POSITION NO: 940671

Closing Date: 09/12/11

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: DPS/Office of Internal Affairs

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides technical support in typing and processing of reports. Maintain files and control over internal affairs documents for personnel and department. Assist in the development of program budget. Monitor expenditures and provide reports to supervisor and the Division of Public Safety Fiscal Management section. Work closely with Division of Public Safety Personnel and Fiscal Management staff. Assist in the overall functions and operations of the program through support activities such as telephone inquiries, updates, information, and presentations. Maintain statistical information and documentation of internal affairs case files and up-to-date information for statistical purposes.

Assist in the revisions, improvements, or developments of office procedures or process. Monitor and maintain departmental equipment and supplies. Adheres to policies, procedures, rules, regulations, and processes of the Office of Internal Affairs and Division of Public Safety. Maintain incoming/outgoing mail and correspondences by logs. Coordinate and schedules meetings for staff. Maintain positive and professional working relationship with agencies associated with the Office of Internal Affairs. Assist in special assignments as a support staff. May supervise subordinates or temporary personnel.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED: supplemented by courses in general office procedures; and

Experience:

Two (2) years of general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; of basic clerical/office support practices and procedures; and of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintaining electronic and/or hard copy filing/records systems; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in basic math, cash receipting and accounting principles; in establishing and maintaining effective working relationships; and in preparing clear and comprehensive reports.

License/Certification Requirements:

PREFERRED: Must possess a valid State Driver's license. Must not have any felony convictions or convictions involving moral turpitude. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of employment must pass a background investigation.

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