

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03514298

DATE POSTED: 08/29/17

POSITION NO: 940362

CLOSING DATE: 09/19/17

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Food Distribution Program/Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB60A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 13.75 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Incumbent of this position will assist the Program Manager with administrative support functions which includes but is not limited to: researching and responding to requests for information requiring comprehensive knowledge of department policies and procedures; assisting in the preparation of specialized reports requiring collection of information from various sources; composing, typing and editing correspondence, reports, forms and documents; entering and verifying data in computerized system; maintaining electronic and hard copy files; maintaining control records of information received, assigned or dispersed; answering telephone calls, routing calls to appropriate staff and taking messages; scheduling appointments and meetings; making travel/lodging arrangements; completing travel documents and reports. Daily duties/tasks will include receptionist duties including screening telephone calls, routing calls, and taking messages, greeting and directing visitors as appropriate; receives, receives, date stamps, logs in, sorts and distributes incoming/outgoing mail; makes photocopies, facsimiles and scans; transcribes minutes of meeting; monitors, orders and maintains office supplies, inventory and equipment; responds to routine questions from the sites and public; directs people to appropriate sources; at times may be required to provide public with specifics such as program information; researches and responds to requests for general information; compiles reports.

Monitors expenditures and compile expenditure reports; processes employee and office forms; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures and monitors/check for accuracy, Arranges meetings and conferences; schedules appointments and interviews. Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; check mail and run errands when needed.

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 responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(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 of a variety of computer software, work processing, database, and spreadsheet applications.

Skill in preparing 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 effective oral and written communication; 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.

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