

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

REQUISITION NO: DCD1342347

Date Posted: 08/30/10

POSITION NO: 236042

Closing Date: 09/13/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: DCD/Local Governance Support Center

DEPARTMENT NO: 134 WORKSITE LOCATION: Hardrock Chapter

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N580A

Days: \_\_\_\_\_

Permanent:

SALARY: \_\_\_\_\_

Hours: \_\_\_\_\_

Temporary:

Duration: \_\_\_\_\_ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Community Services Coordinator, performs a variety of repetitive or closely related duties according to established procedures. This is an entry-level clerical position requiring closely related duties according to established procedures. This is an entry-level clerical position requiring and computer skills with clerical experience. A variety of tasks will be assigned according to established procedures. Generally, work is observed and reviewed both during its performance and upon completion, may be subject to change as the need varies.

Performs a variety of clerical work including typing, proofreading, filing, data entry, file retrieval and recording information. Receives, screens and refers telephone call to appropriate staff and officials. Types resolutions, proposals, letters, memorandums, timesheets, travel documents, financial documents, statistical information and other administrative documents from instructions, rough drafts, and recorded transcription. Receives, sorts and distributes incoming and outgoing mail. Operates calculator, computer, facsimile machine, and other office equipment. Checks and tabulates statistical data such as assessments, financial calculations, PEP personnel, and financial files utilizing an alphabetical, numerical and geographical filing system.

Assists with the Chapter accounting system and maintains cash receipts, logs check ledgers, bank reconciliation, expenditure reports, payroll calculations, and taxes, IRS reports and petting cash. Responds to public inquires for information or assistance. Approves the use of Chapter facilities & equipment when authorized. Assist with emergency activities such as the distribution of wood, coal, food, etc., to Chapter residents. Attend Chapter Planning; regular meetings when required by the supervisor. Performs all other duties as assigned by the supervisor.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**Experience:**

two (2) years general office or related 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.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of modern office practices, procedures and equipment usage; knowledge in principles of letter and report writing, filing systems; ability to type a minimum of 45 WPM, ability to do clerical work and learn office operations and procedures; knowledge of basic accounting functions; basic element of correct English usage, spelling, vocabulary, grammar, punctuation, arithmetic; ability to understand and follow oral and writing instructions.

**License/Certification Requirements:**

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, ***preferred***.

**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**