

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

REQUISITION NO: DOH0382350

Date Posted: 08/30/10

POSITION NO: 947211

Closing Date: 09/13/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N580A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

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

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Secretarial duties - typing of correspondence, make travel authorization, and submit for reimbursement claims, complete office supplies/equipment orders, will arrange meetings and conference, and take minutes of meetings and transcribe documents, submit bi-weekly time cards/timesheets to Payroll; mail run; compile monthly mileage reports, filing incoming correspondence. Type all correspondences accurately for Program Director on a timely basis, including reports, proposals, RDPs, ICRs, TAs, TRFs, Trip Reports, and any documents as requested from the Central Support Staff. Keeps abreast of certificate/re-certification dates of field staff, First Responder, CPR, First Aide, and Public Health Course. Functions as a public relations advocate, which involves greeting the general public, staff, and other tribal visitors and workers, receiving telephone calls and providing accurate program information as necessary. Maintains programmatic accountability through daily entries in logs, registers and records as necessary, follow up on processes or items needed. Maintains confidential information on staff and administrative files. Attend monthly meetings, trainings and other duties assign.

**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.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of basic secretarial and office support practices and procedures, knowledge of computer software, word processing, database, and spreadsheet applications, microfiche processing and storage. Skill in preparing a variety of records, reports, and correspondence using computer software, maintaining filing and records systems. Skill in following oral and written instructions, operating office equipment, including computer programs. Skill in English composition, grammar and punctuation, establishing and maintaining effective working relationships.

**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*