

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1142343

Date Posted: 08/30/10

POSITION NO: 949503

Closing Date: 09/13/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Navajo Health Education Program/NDOH

DEPARTMENT NO: 114 WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Mon - Friday

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Under the general supervision of a Sr. Health Educator, performs varied clerical and secretarial duties of average difficulty, such as screening telephone calls, visitors, and incoming correspondence, handles routine requests of questions from the public, researches and responds to requests for general information. Type and edits correspondence, reports, forms and enter data in a computerized system and compile reports and performs specialized calculations. Confirm and arrange scheduled meetings with various officials in the School, Community, Patient and Worksite. Initiates travel arrangements, make arrangements for meeting and conferences and conference calls, schedule interviews, and take transcribes dictation and meeting minutes. Prepares photocopies and facsimiles; process employee for employment and office forms. Order supplies through vendors and related documents within established limits, obtains appropriate signature, monitor and maintains office supplies, inventory equipment and furniture.

Develop and maintain a filing system which includes confidential materials, answer inquires requiring interpretation of tribal policies, rules and regulations, preparation and maintenance of various records on office activities pertaining to personnel, purchasing, travel expense and related activities. May coordinate the work of others and train new employees. Maintain statistical database.

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 transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Computer experience is a must and modern business practices and equipment. Must have skills in communication and maintaining positive working relationship. Public speaking to include ability to interpret medical terminology. Navajo speaking 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