

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0212325

Date Posted: 08/30/10

POSITION NO: 212218

Closing Date: 09/13/10

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: DPS/Navajo Police Department - Personnel Section

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N60A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: _____ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides technical support in typing and processing of reports. Maintain files and control over training certifications and documents for personnel. Assist in the development of Training Academy budget. Monitor expenditures and provide reports to commander and the Division of Public Safety Fiscal Management section. Work closely with Division of Public Safety Personnel and Fiscal Management staff. Monitor training documents in regards to hiring, promotion, change information, terminations, disciplinary actions, etc. Assist in the overall functions and operations of the Training Academy through support activities such as telephone inquiries, updates, information, and presentations. Informing appropriate staff or the public of information regarding questions and concerns of police recruits, training academy facility, and/or recruiting dates and opportunities. Maintain statistical information and documentation of training certification and academy services. Assist in the quarterly inspections of district personnel at all districts in regards to training requirements. Maintain 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 Navajo Police Department Training Academy and Division of Public Safety. Maintain incoming/outgoing mail, documents and certifications by logs. Coordinate training meetings and training schedules for Training Commander and staff. Maintain positive and professional working relationship with agencies associated with Navajo Police Department. Assist in special assignments as a support staff. May supervise subordinates or temporary personnel.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business or related field; and

Experience:

Three (3) years responsible office 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, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of basic office procedures; of computer software and entering of statistical information; of word processing, database, and spreadsheet applications; in presenting information in report format with graphs; and in assisting with a variety of clerical functions. Skill in organizing work efficiently; in following oral and written instructions; and in establishing and maintaining professional working relationship with co-workers and those associated with the department and division.

License/Certification Requirements:

PREFERRED: A Valid State Driver's License. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

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