

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0452379

Date Posted: 08/30/10

POSITION NO: 941020

Closing Date: 09/13/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Navajo Treatment Center for Children and Their Families/DSS

DEPARTMENT NO: 45 WORKSITE LOCATION: Kayenta, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Family Therapist - Supervisor with the the Kayenta NTCCF Clinic. Position is required to provide administrative support services to the clinic. Compiles monthly narrative, performance criteria and statistical reports from clinic staff to generate (01) report. Mileage report for the assigned government services administration (GSA) vehicles for clinic. Responsible to prepare and submit timesheets at the end of each payperiod ending. Prepare travel authorizations, training request forms and registration forms for staff. Prepare and process Purchase Requisitions (PR) for purchases, Request for Direct Payment (RDP) for immediate payments to vendors, Stationery Supply Orders (SSO) for purchases and Interdepartmental Charge Requisitions (ICR) for payments to Navajo Nation departments/programs. Check postal mail daily. Maintain a tracking system for incoming and outgoing mail. Disseminate mail to staff. Composes, types and edits memorandums, letters and correspondence for the clinic. Maintains a filing system for administrative, financial and patient files. Answers telephone, forwards calls to appropriate staff and takes messages if necessary. Schedules appoint-

ments. Occasionally transports patients. Attends meetings and participates in training(s) for professional development and enhancement of administrative skills; and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Two (02) years experience 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 transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Computer literate. Knowledge in personnel and financial procedures. Practice of Confidentiality and Privacy Act. Ability to follow oral and written instructions. Records management skills. Strong work ethics. Work with multitask complex problems. Modern office methods and practices. Knowledge in NN Personnel, Financial and Travel Policies.

License/Certification Requirements:

Valid state driver's license. Criminal background and fingerprint required.

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