**The Navaajo Nation**  
Department of Personnel Management  
**Job Vacancy Announcement**

**Requisition No:** OPV15424727  
**Position No:** 244920  
**Closing Date:** 09/13/2022 by 5 pm  
**Date Posted:** 08/30/2022

**Position Title:** Office Specialist  
**Department Name / Worksite:** Fiscal Recovery Fund Office - Window Rock, AZ

<table>
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<tr>
<th>Work Days</th>
<th>Work Hours</th>
<th>Regular Full Time</th>
<th>Part Time</th>
<th>No. of Hrs./Wk.</th>
<th>Grade/Step:</th>
<th>BQ58A</th>
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<tbody>
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<td>Monday - Friday</td>
<td>8 AM - 5 PM</td>
<td>☑</td>
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<td>☐</td>
<td>$27,519.84</td>
<td>PER ANNUM</td>
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**Duties and Responsibilities:**

Incumbent will be assigned to the Human Resources section within the FRF Office and will assist the Administrative Services Officer with all HR administrative functions - assist in creating folders and binders to help establish and maintain a filing system for all personnel documents including employee information and position information. Retrieve documents that are ready for pick up at the Department of Personnel Management which could include Personnel Actions Forms, referrals and applications, correspondence, financial documents, etc. Assist and coordinate interviews by reaching out to applicants via email, telephone or postal mail, prepare interview packets including sign in sheets and interview questionnaires. Assist in the preparation of selection correspondence, non-selection correspondence to be sent to applicants, and forwarding to the hiring supervisors/departments/programs.

Schedule meetings or appointments with FRF office staff and any necessary programs/departments. Assist with answering phone calls, transferring to the appropriate personnel, and taking messages.

**QUALIFICATION REQUIREMENTS:** (Education, Experience and Training)

**Minimum Qualifications:**
- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.
- A favorable background investigation.
- Possess a valid state's driver license.

**Special Requirements:**
- (To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

**Special Knowledge, Skills and Abilities:**
- Knowledge of applicable policies, practices and procedures related to work assignment.
- Knowledge of basic clerical/office support practices and procedures.
- Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.
- Skill in preparing a variety of records, reports, correspondence using standard computer software.
- Skill in maintaining electronic and/or hard copy filing/records systems.
- Skill in operating office equipment, including computer programs.
- Skill in following oral and written instructions.
- Skill in English composition, grammar, and punctuation.
- Skill in basic math, cash receipting and accounting principles.
- Skill in establishing and maintaining effective working relationships.
- Skill in preparing clear and comprehensive reports.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**

Revised: 03.05.18