

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

REQUISITION NO: DPS0479189

DATE POSTED: 09/02/14

POSITION NO: 949253

CLOSING DATE: 09/15/14

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DPS/Emergency Medical Services/Tohajiilee, NM

WORK DAYS: MON - FRI REGULAR FULL TIME:  GRADE/STEP: Y58A

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 23,420.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.26 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Screen and distribute all incoming telephone calls, receive visitors and log in all incoming correspondence and/or reference material route to appropriate staff. Handle all files, typing, travel arrangement, minute taking and reports as requested for , prepare data quarterly and annually. Prepare material for meeting agenda, take and type minutes from meetings, conferences and distribute upon request or directed. Type and take transcribe dictation, compose correspondence in accordance with instructions or using independent judgment, must have knowledge of the office procedures and policies, answer inquiries or interpretation of the Navajo Nation Personnel Policies Manual, Travel Policies and Department Rules and Regulations Manual. Develop and maintain a filing system which includes confidential documents for all personnel,

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

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

**Special Requirements:**

- Possess a valid state driver's license.

***(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:**

Must have good communication skills with the public and other employees, good in language, grammar and arithmetic. Must be diligent, resourceful, tactful, have good judgment skills, be independent and be trustworthy.

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