

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

REQUISITION NO: DODE70118564

DATE POSTED: 09/03/19

POSITION NO: 243766

CLOSING DATE: 09/16/19 5:00pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: DODE/ NAVAJO HEAD START / WINDOW ROCK, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AY60A</u>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>33,841.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>16.27</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; make travel arrangements; complete travel documents and reports.

Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records; ensure adherence to applicable policies and procedures and department functions, receives, logs and distributes incoming/outgoing mail; make photocopies; transcribes minutes of meetings; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid Driver's License.
- A favorable background investigation.

*(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 clerical/office support practices and procedures; knowledge of variety of computer software, word processing, database, and database and spreadsheet applications; skill in performing a variety of clerical functions at a technical or secretarial support level in an office; in organizing work efficiently and exercising independent judgment in making appropriate decision concerning work methods; in effective oral and written communication; maintaining filing and records systems; operating office equipment, including computer and standard office computer programs; following oral and written instructions; English composition, grammar and punctuation; establishing and maintaining effective working relationship with others.

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