

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS03918549

DATE POSTED: 09/03/19

POSITION NO: 942362

CLOSING DATE: 09/16/19

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Gallup, New Mexico

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR60A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>30,035.20</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : \$ <u>14.44</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Shall coordinate all fiscal activities with the Department for Self Reliance (DSR) Finance Section and the Office of the Controller by retrieving invoices and preparing necessary receiving records and staff travel reimbursement reports, etc.; types, reviews, edits, finalizes, and records financial documents such as: purchase requisitions, requests for direct payments, travel authorizations, stationery supply orders, and receiving reports in a timely manner and submits all required documents signed and approved for payment; continuous follow up on transactions to assure payments are made in accordance to receiving reports submitted; assures that all purchase orders are closed with reasonable time and works with the DSR Principal Accountant and Accountant in closing out all open commitments during the end of the fiscal year in each account; develops and maintains all financial transaction files for all areas associated with the business office for future references; assures that all records are updated periodically and kept in an orderly fashion; provides training/workshop for local staff on accounting policies & procedures; completes monthly financial reports; picks up payroll/reimbursement checks & distributes to staff after recording all transactions on ledgers; assures all unclaimed reimbursement checks and/or payroll checks is kept in a secure locked safe until staff has claimed check(s); establishes, maintains, and monitors accurate ledger for agency accounts utilizing FMIS print-outs on a regular basis to ensure expenditures are within budgeted amounts; maintains active and closed files to analyze/ensure accounts are updated in ledger for all purchase orders, interdepartmental charge requests, travel authorizations, and request for direct payments; corrects all accounts which are delinquent. Responsible to initiate all transactions relevant to Personnel Action Forms and types, reviews, and finalizes Job Vacancy Announcements and other related documents in a timely manner through the DSR Human Resources Section, Division of Social Services, Contract Accounting, and Department of Personnel Management; responsible to monitor Introductory periods and alert Program Supervisor II prior to the employee's 90th day; monitors anniversary dates for all employees within the respective field office to ensure annual Employee Performance Appraisal Forms (EPAF) are completed & submitted for each employee in a timely manner; processes monthly employee roster and vacancy statistics; posts and distributes employee roster and job vacancy announcement; ensures the confidentiality of personnel records; maintains and updates current personnel documents and creates new personnel files as needed; picks up referral of applicants for vacant positions, screens and notifies applicants of interview; makes interview arrangements, takes appropriate notations of interview sessions and tabulates scores. Provides administrative clerical support to the Program Supervisor II and direct service staff to continue program operation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

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:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.

(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; clerical/office support practices and procedures; a variety of computer software, word processing, database, and spreadsheet applications.

SKILL IN: preparing a variety of computer software, word processing, database and spreadsheet applications; performing a variety of clerical functions at a technical or secretarial support level in an office; organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods; 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 relationships.

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