

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06218598
POSITION NO: 234877
POSITION TITLE: _____

DATE POSTED: 09/09/19
CLOSING DATE: 09/20/2019 5:00pm

Office Specialist

DEPARTMENT NAME / WORKSITE: DNR / Department of Agriculture / Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR58A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,355.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 12.19 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide overall administrative support by providing professional and friendly customer service to the Department, Department Manager and its programs; serve as first contact for clients seeking assistance, information, etc. by telephone calls, in-person, email, etc.; logging all incoming correspondences, mails and provide log-in to appropriate program; Assist administrative staff by obtaining office and operational supplies, making travel arrangements, arranging meeting and/or conference, develop general correspondences and reporting as required; compile program activities reports for department manager; assist programs with accomplishing their goals and objectives; develop and maintain teamwork and networking to maintain and improve communications with the elected officials (District Grazing Committee, District Land Board Member and the Major Irrigation Farm Board member); assist with preparing financial documents and tracking expenditures to final payout; provide elected officials administrative support and appropriate information so they can administer and enforce agricultural laws and policies; be responsible for inventory management of furnishing and equipment, trailers, ATVs, vehicles, etc.; assist elected by officials by being FMIS certified to research information regarding payment, updates as requested by the officials; provide support to ASO in managing office operations, organization and communication; provide professional and kind customer service; respond to request for documents; etc.

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.

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:

Knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines aspects of tribal operations; must be computer literate with knowledge of computer software, word processing, excel, etc. applications; knowledge of basic office skills and use of office machine and equipment's; and must have good communication skills in both Navajo and English languages.

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