THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0197000** Date Posted: **09/10/12**
POSITION NO: 209957 Closing Date: **09/21/12**
CLASS CODE: 1365
POSITION TITLE: **SENIOR OFFICE SPECIALIST**
DEPARTMENT NAME: Facilities Maintenance Department - Division of General Services
DEPARTMENT NO: 19 WORKSITE LOCATION: Fort Defiance, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A
Days: Monday thru Friday Permanent: ☑ SALARY:
Hours: 40 hour per week Temporary: ☐ Duration: $ 26,956.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:
Researches and responds to requests for general information requiring comprehensive knowledge of Navajo Nation, Facilities Maintenance 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; makes travel arrangements; completes appropriate travel documents and reports.

Participates in the preparation of program budget; monitors expenditures and compiles status reports utilizing FMIS; process employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable Navajo Nation policies and procedures, and monitors/checks for accuracy; process purchase card reconciliation; processing SAS contracts, and Administrative Review documents; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates; prepare reports and conduct research on behalf of the Facilities Maintenance Department when required.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associate's degree in Secretarial Science, Business or related field.

Experience:
Three (3) years responsible office experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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 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.
Skill in performing a variety of clerical functions at a technical or secretarial support level in an office.
Skill in organizing work efficiently and exercising independent judgement in making appropriate decisions concerning work methods.
Skill in maintaining filing and records systems.
Skill in operating office equipment, including computer and standard office computer programs.
Skill in following oral and written instructions.
Skill in English composition, grammar and punctuation.
Skill in establishing and maintaining effective working relationship with others.

License/Certification Requirements:
Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***