

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05818624

DATE POSTED: 09/11/19

POSITION NO: 228880

CLOSING DATE: 09/24/2019 5:00pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Department of Agriculture, Navajo Nation Fair Office / Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR60A

WORK HOURS: 8:00 AM - 5:00 P PART TIME: NO. OF HRS./WK.: _____ \$ 30,035.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.44 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Maintain daily operations of the office setting by providing general information on program, policies, and procedures includes receiving telephone calls, providing friendly professional customer service to visitors, clients, vendors, sponsors, department staff and general public, assist with reports, budget preparation, monitors expenditures, assist with close out reports, set goals and objectives for upcoming events; assist with facility rental application, payments , insurance questions and make deposit as required; maintain rental schedule of facilities, ensuring applications are complete, paid and insurance information is attached; maintain fiscal records files and electronic file maintenance of all financial and vendor records; inventory of shop and equipment's and order as needed; provide simple ledger account(s) off of fiscal year budgets and provide update to supervisor; ensure vendors are paid on a timely matter; follow up on outstanding contract numbers and keep track records for events and payment is process; assist with reports as requested from Department, Division, Committees in addition to requests from Auditors and Coordinators; process travel documents, financial documents, travel arrangements, provide arrangements for meetings, conference, etc. as requested.

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) year of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state 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; basic clerical/office support practices and procedures; knowledge of Microsoft computer software; skill in preparation of records, reports, correspondences; operating office equipment; skill in following oral and written instructions including effective communication; skill in English composition, grammar and punctuation; skill in basic math, cash receipting and accounting principles; skill in effective working relationship and teamwork capability.

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