

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06418601
POSITION NO: 941535
POSITION TITLE: _____

DATE POSTED: 09/10/19
CLOSING DATE: 09/23/19

Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Department of Health - Executive Office

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR58A</u>
WORK HOURS: <u>8 AM to 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>25,355.20</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.19</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Incumbent of this position will handle administrative support related functions for the Navajo Department of Health (NDOH), Executive Office. Daily duties/tasks will include receptionist duties including screening telephone calls, routing calls, and taking messages, greeting and directing visitors as appropriate; responds to routine questions from the NDOH programs and public; directs people to appropriate sources; at times maybe required to provide public with specifics such as program information; researches and responds to requests for general information; composes, types, and edits correspondences, reports, records, and performs specialized calculations.

Arrange meetings and conferences room schedule; assist with making travel and lodging arrangements, receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies, facsimiles and scans; processes or items as needed, transcribes minutes of meetings. Prepare work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, order and maintains office supplies, inventory and equipment; check mail and run errands when needed.

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.)

Supplemental Information:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire or completion of 90 Days Introductory Period.

Depending upon the needs of the Nation, some incumbents of the class maybe required to demonstrate fluency in both the Navajo and English language as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; knowledge or basic 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 records, reports, correspondence using standard computer software; skill in maintaining electronic and/or hard copy filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English composition, grammar, and punctuation; skill in basic math and accounting principles; skill in establishing and maintaining effective working relationships; skill in preparing clear and comprehensive reports.

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