THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR09414453** DATE POSTED: **10/02/17**
POSITION NO: 946746 CLOSING DATE: **10/13/17**
POSITION TITLE: **Office Specialist**
DEPARTMENT NAME / WORKSITE: Navajo AMLR/UMTRA Department/ Window Rock, AZ
WORK DAYS: Monday - Friday
WORK HOURS: 40 hours
REGULAR FULL TIME: ☑ GRADE/STEP: AB58A
PART TIME: ☐ NO. OF HRS./WK.: $ 24,128.00 PER ANNUM
SEASONAL: ☐ $ 11.60 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:
Screens telephone calls, routes calls, and takes messages, greets and directs visitors as appropriate; responds to routine questions from public; directs people to appropriate sources; provides public with specifics related to Navajo AMLR/UMTRA Department; researches and responds to request for general information; composes, types and edits correspondences, reports, and forms; enters and verifies data in a computerized system and prepares reports for personalized data; complies reports; identifies sources and extracts necessary information; performs specialized calculations; arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receive, dates, stamps, logs in, sorts, and distributes all incoming and outgoing mail; reviews, reports, records, accounts or other documents for completeness; maintains electronic and hard copy files; prepares photocopies, and facsimiles; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; Prepares work orders, supply requisitions, and related documents with established limits and procedures; obtains appropriate signatures; monitors, orders, maintains office supplies; inventory of equipment; tracking for 164 review process documents; prepare financial documents.

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 general office experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid 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 of applicable policies, practices, and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; knowledge in a variety of computer software, word processing database, and spreadsheet computer applications; excellent customer service skills and team oriented; excellent communication skills; Skill in maintaining records; skill in following written and oral instructions; skill in establishing and maintaining effective work relationships.

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