

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DED01414457 DATE POSTED: 10/05/17  
POSITION NO: 200983 CLOSING DATE: 10/18/17  
POSITION TITLE: Office Specialist  
DEPARTMENT NAME / WORKSITE: Division of Economic Development / Business Regulatory Dept. / St. Michaels, AZ  
WORK DAYS: Mon - Fri REGULAR FULL TIME  GRADE/STEP: AB58A  
WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.60 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Performs a full range of clerical and non-technical support work of moderate difficulty requiring independent judgment and researches using comprehensive knowledge of various policies and procedures; answer telephone calls and greet walk-in business people, entrepreneurs, Navajo Nation officials and representatives, general public, etc.) to provide and explain nature of business (source list, bid, corporation, certification, 164 process, procurement, etc.), or direct to appropriate staff of authority for additional interpretation; receives and reply orally/written to entrepreneurs, Navajo Nation officials and representatives, and the public interpreting Federal, State, Navajo Nation laws, regulations, rules, ordinances, policies, and procedures.; type correspondents, financial documents, etc.; update, compile, code, categorized, and maintain a complex computer filing system of operational, corporation, bid, and procurement records; assist in development of statistical reports, chart and graphs of business licenses, leases, job creation, etc.; performs other office support activities including creating, sorting, photocopying, e-mail contact, scanning,

**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 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 of applicable policies, practices, and procedures related to work assignment, chain of command, etc.

Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.

Skill in filing and records systems; organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods.

Skill in preparing a variety of computer software, word processing, database, and spreadsheet applications.

Depending on the needs, maybe required to demonstrate fluency in both the 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.**

# JVA PROCEDURES

DED01414457

Programs must comply with the Job Vacancy Announcement Submission and Advertisement schedule.

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is to be program specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule.

## FOR PROGRAM USE ONLY

Yes       No

Sensitive Position:

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ (928) 871-6714

Approved by: Crystal J. Deschinny

Title: Division Director      Date: \_\_\_\_\_

## FOR PERSONNEL USE ONLY

Dept. No: \_\_\_\_\_ Account No.: \_\_\_\_\_ Funds Available: \_\_\_\_\_

Occupied? \_\_\_\_\_ Status Code: \_\_\_\_\_ Name: \_\_\_\_\_

Classified Title: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_