

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

REQUISITION NO: DNR06221899

DATE POSTED: 10/05/21

POSITION NO: 211659

CLOSING DATE: 10/18/2021 by 5pm

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Agriculture / Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ58A

WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 27,519.84 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 13.18 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide administrative support through professional, knowledgeable and respectful customer service; assist customers by telephone, in-person, email, etc.; attain FMIS certification to research payment/updates upon request; log incoming/outgoing correspondence; compile/process payroll and accounts payable payments. Follow Navajo Nation procurement rules and regs for purchasing materials and equipment as needed; arrange travel, meeting, conference, etc.; draft general correspondence, presentation, reporting, agenda, flyers, etc.; compile program, financial records for reporting and/or inventory; assist department in accomplishing goals and objectives; develop and maintain teamwork and network to maintain communication with agriculture elected officials, co-workers, and working partners; assist with financial document preparation and tracking expenditures to final payout; engage in achievement of organizational goals and objectives; maintain inventory management of furnishing and equipment, computer hardware/software, data, files, general information, etc.; provide administrative and daily operational support to Extension Agents along with daily office management; have excellent organizational and communication skills; respond to request for documents; etc. Be prepared to travel to attend meetings, to assist with meeting documentation, to provide public presentation, etc. as needed. Be knowledgeable of Navajo agricultural laws and department policies and procedures. Have excellent writing and reporting skills, submit quarterly report with quality information within deadline. Must be able to handle difficulties customers. Be present and prompt as assigned for work.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED supplemented by twenty-four (24) college credit hours in Business or closed related field; minimum typing speed of 55 words per minutes; and one (1) year of general office or related experience; and/or equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

Incumbent must obtain a (1) Navajo Nation Vehicle Operator's Permit; (2) complete certification of the Common Foundation and Inquiry training; (3) attain Notary Public ability within 90 days of date of hire. Incumbent must have reliable transportation. Work is mostly in an office environment however may include outdoors in varying temperatures, conditions and seasons.

***(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 basic clerical/office support practices and procedures; maintaining electronic files and/or hard copy filing/records; database creation/management.

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

Skill in preparing basic memos, agendas, meeting minutes, reports, assignment, correspondence, bids, flyers, etc.

Skill in basic English composition, grammar, and punctuation.

Skill in operating office equipment including computers, scanner, laptop, printer, GPS unit, etc.

Skill in establishing and maintaining effective work relationships; ability to provide kind and professional customer service. Must have strong writing and organizational skills.

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