

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01421940

DATE POSTED: 10/07/21

POSITION NO: 209912

CLOSING DATE: 10/20/2021 by 5pm

POSITION TITLE: Programs & Projects Specialist

DEPARTMENT NAME / WORKSITE: Business Regulatory Department / St. Michaels, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ63A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 41,488.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 19.87 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the Department Manager to ensure registered businesses are in compliance to Navajo Corporation Code, Uniform Commercial Code, Limited Liability Act and other relevant codes, regulations, laws and policies; Ensure all corporate entities are registered with the Navajo Nation and authorized to conduct business within the jurisdiction of the Navajo Nation; Register and file UCC for the Navajo people and businesses to ensure their investment(s) are protected; Manage recordation of all secured transaction per Navajo UCC; search business records on file for all transactions including corporations and businesses; Track and review names of registered corporations and Limited Liability Companies to ensure legal protection; Register businesses as domestic or foreign formed companies – review registration (articles of incorporation, incorporator, officers, registered agent, share holders, etc.) and other BRD governing documents (amendments, annual reports, dissolutions and/or merger of company, penalties and liabilities, reinstatements, and all UCC filing forms, etc.); Provide lien searches; Collect proper fee per schedule; Issue Certificate of Authority and Good Standing; Provide education on corporation to clients and public; Interact regularly with immediate staff, business owners, DOJ staff, State incorporation offices, and clientele who uses the Corporation office; Achieve operational objectives by providing statistical and periodical reports, contributing information, recommendation to plans, preparing and completing action plans, implementing productivity, and resolving problems; Identify trends and standards, system improvements, implementing changes, and quality customer services; Assist with budget preparation, budget management, and administering basic accounting principles. Other duties and responsibilities as assigned;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in a closely related field; 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 Navajo Nation, state, and federal statutes, rules, regulations, polices, and directives relative to program responsibilities.

Knowledge of legal mechanism to protect the investment rights and interest of businesses and consumers.

Must possess the skills to successfully conduct field research and investigations.

Must have excellent technical writing skills to develop reports and correspondence.

Possess the skills to operate computers and utilize various software, scanners, servers, etc.

Important to have cooperative skills in establishing and maintaining effective working relationships with other departments, local, state, and federal agencies, lessees, and the general public

Knowledge of basic accounting principles, and must become FMIS Certified

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