

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04716353

DATE POSTED: 10/10/18

POSITION NO: 241026

CLOSING DATE: 10/23/18

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DPS - Emergency Medical Services - Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AR58A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,355.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 12.19 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Screen and distribute all incoming telephone calls, receive visitors and log in all incoming correspondence and/or reference material route to appropriate staff. Handle all files, typing, travel arrangement, minute taking and reports as requested for, prepare data quarterly and annually. Prepare material for meeting agenda, take and type minutes from meetings, conferences and distribute upon request or directed. Type and take transcribe dictation, compose correspondence in accordance with instructions or using independent judgment, must have knowledge of the office procedures and policies, answer inquiries or interpretation of the Navajo Nation Personnel Policies Manual, Travel Policies and Department Rules and Regulations Manual. Develop and maintain a filing system which includes confidential documents for all personnel.

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.)

Special Knowledge, Skills and Abilities:

Must have good communication skills with the public and other employees, good in language, grammar and arithmetic. Must be diligent, resourceful, tactful, have good judgment skills, be independent and be trustworthy. Proficient in computer software or other computer applications.

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