

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

REQUISITION NO: DOE0482471  
POSITION NO: 943026  
CLASS CODE: 1366

Date Posted: 10/11/10  
Closing Date: 10/22/10

POSITION TITLE: OFFICE SPECIALIST  
DEPARTMENT NAME: Office of Navajo Nation Scholarship & Financial Assistance  
DEPARTMENT NO: 48 WORKSITE LOCATION: Shiprock, New Mexico  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N58A  
Days: Mon - Fri Permanent:   
Hours: 8am - 5pm Temporary:  Duration: \$ 21,944.00 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Will input data from large volumes of documents received from students and colleges/universities, in the EMPOWER Student Information Systems. Documents include scholarship applications, certificate of Indian blood, Financial Need Analysis, letter of admission, transcripts, graduation/degree checklist and other supporting documents. Reviews students documents, determine proper place by using codes in the Financial Aid Management (FAM) and then refer files to Financial Aid Counselors for validations of documents, identify students, highlight on the computer that students need "Courtesy Letters." Determine the number of student records that need to be retrieved for further processing. Inform everyone of procedures for new codes. Maintain and report the number of customers that are served in the agency for purposes of monthly and annual reporting. Will also manage the front desk, telephone calls, ensure that the mail is logged in and distributed to others. Provide courteous customer services in person or by telephone, greet customers, provide information on the ONNSFA policies and procedures. And provide routine clerical duties as assigned such prepare Travel authorization, order supplies, ensure the GSA is up to date with its maintenance.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School diploma or GED; supplemented by courses in general office procedures; and

**Experience:**

two or (2) years general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of data entry procedures, modem office practice and procedures. Knowledge and skills in organizations, regulations, procedures, customer services, operation of office equipment: typewriter, facsimile, copiers, calculators, computers, and software. Must have basic accounting and reporting writing skills and organizational skills.

**License/Certification Requirements:**

**PREFERRED:** Valid state driver's license.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*