

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02214484
POSITION NO: 243270
POSITION TITLE: _____

DATE POSTED: 10/12/17
CLOSING DATE: 10/25/17

OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DHR / Department of Personnel Management / Window Rock, AZ
WORK DAYS: Monday-Friday 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:

Greets and assists clients at the front office; receives all incoming telephone calls and directs calls to appropriate staff and takes messages; provides programs, public and employees with specific program information; researches and responds to requests for specific information; receive all incoming mail through intergovernmental routing system and the US Postal Service; date stamps and logs in all incoming mail that includes memoranda, grievance requests, Employee Appraisal forms, Position Classification Questionnaires and other human resource related documents. Receives and review Personnel Action Forms for completeness and accuracy by ensuring that all required signatures and clearance have been obtained and all supporting documents are attached; data stamps each PAF received and forward to Employee Information Group Unit. Receives and review employee applications for completeness and accuracy by ensuring that all required documents are attached, date stamp and forward to the Recruitment Unit. Provides employment related documents such as job vacancy announcements, employment applications, tax forms, copies of various procedures to programs, employees and the public. Ensures that adequate forms such as employment applications, job vacancy announcements, etc. are available when requested, and responsible for distributing copies of procedures issued by DPM to programs.

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:

- A favorable background investigation.
- 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:

Able to speak Navajo. Knowledge of human resource's policies, practice and procedures. Knowledge in variety of computer software such as Microsoft office, database, FileMaker Pro, etc. Skill in maintaining electron and/or hard copy filing/records system and operate office equipment. Able to follow oral and written instruction, and multitask. Able to conduct presentation to a wide variety of audience. Able to compile reports and prepare reports. Skill in English composition, grammar and punctuation. Able to apply judgement in release of confidential information. Able to organize work to meet priorities and deadlines.

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