THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0229380** DATE POSTED: **10/13/14**

POSITION NO: **243270** CLOSING DATE: **10/24/14**

POSITION TITLE: **OFFICE SPECIALIST**

DEPARTMENT NAME / WORKSITE: **DHR/Department of Personnel Management, Window Rock, AZ**

WORK DAYS: Monday - Friday

WORK HOURS: 8:00 am to 6:00 pm

REGULAR FULL TIME: ☑

PART TIME: ☐

SEASONAL: ☐

TEMPORARY: ☐

NO. OF HRS./WK.:

DURATION :

GRADE/STEP: AB58A

$ 11.60 PER ANNUM

$ 24,128.00 PER HOUR

DUTIES AND RESPONSIBILITIES:

Greets and directs clients to appropriate staff; receives all incoming telephone calls and directs calls to appropriate staff and takes messages; provides programs, public and employees with specific programs information; researches and responds to requests for specific information; receives all incoming mail through intergovernmental routing system and the US Postal Service; date stamps and logs in all incoming mail, such as memoranda, grievance requests, Employee Performance Appraisal forms, Position Classification Questionnaires and other human resources related documents. Receives and reviews Personnel Action Forms for completeness and accuracy and ensure that all required signatures and clearances have been obtained and all supporting documents are attached; date stamps each PAF received and sorts PAFs for distribution to assigned Human Resources Technician. Receives and review employment applications for completeness and accuracy and ensures that all required documents are attached, date stamps and forwards to the Recruitment Section. 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; responsible for distributing copies of procedures issued by DPM to programs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- FMIS Certification.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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 policies, practices and procedures related to human resources; basic clerical/office support practices and procedures; a variety of computer software, Microsoft Office, database, FileMaker Pro, etc. Skill in maintaining electronic and/or hard copy filing/records systems; operating office equipment; following oral and written instructions; in English composition, grammar and punctuation; compiling and preparing reports and related information; applying judgment in the release of confidential information; oral and written communications and presentations to a wide variety of audiences. Ability to organize work to meet priorities and deadlines.

<<A favorable background investigation is required>>

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