

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

REQUISITION NO: <u>OPV03721947</u>	DATE POSTED: <u>10/14/21</u>
POSITION NO: <u>202131</u>	CLOSING DATE: <u>10/27/2021 by 5pm</u>
POSITION TITLE: <u>Veteran Service Officer</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Nation Veteran Administration, Crownpoint, New Mexico</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8AM-5PM</u>	PART TIME: <input type="checkbox"/>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	NO. OF HRS./WK.: _____
	DURATION : _____
	GRADE/STEP: <u>BQ61A</u>
	\$ <u>35,558.64</u> PER ANNUM
	\$ <u>17.03</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Manages the day to day operations of the Navajo Nation Veterans Administration-Agency office which include but not limited to supervision of the agency staff, assign and monitor duties and responsibilities, development and training of agency staff, annual performance evaluation (EPAf), establish work priority and schedule, etc.: Create and propose agency's annual budget and present to the VA Executive Director; shall compile field data, submit reports and Budget Status Report on a quarterly basis; prepare Grant Proposals for Navajo Veterans Benefits and Services; Ensure agency operates in compliance with applicable Federal, State and Tribal laws; Provide technical and financial assistance to the Navajo Veterans, Surviving spouses of Navajo Veterans and Gold Star Mothers per the Policy and Procedure; Provide information on benefits and entitlements at local Chapter Veterans Organization meetings; conduct research on Veterans benefits/entitlements; compile, review and prepare documents for submission to Veterans Administration Medical Center; Advocates on behalf of Navajo Veterans; Provides information on financial, housing, employment, Veterans Loans, education, etc.; conducts home visits to determine housing need, reviews/approves housing assistance request; Coordinates Navajo Veterans events and activities.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Business or Public Administration, or a closely related fields; and two (2) years of administrative experience with (1) year of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation prior to date to hire.
- Posses a valid state driver's license. Within 90 days of date of hire must obtain 6B Rollout and FMIS system access and certification.

***(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:**

Working knowledge of current trends in Federal Benefits and opportunities available to Navajo Veterans under the U.S. Department of Veterans Administration; knowledge of bookkeeping practices and principles; knowledge of publish relations/customer service principles, practices and techniques; Skill in preparing and maintaining accurate records, reports, and files; Skill in establishing cooperative work relationships with those contacted in the course of work; promote proactive character, productivity and effective communication.

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