

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05820143
POSITION NO: 246402
POSITION TITLE: _____

DATE POSTED: 10/16/20
CLOSING DATE: 10/29/20

Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/Parks and Recreation Department/Monument Valley, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC58A</u>
WORK HOURS: <u>8:00am to 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>25,953.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.43</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under general supervision of Park Manager to perform variety of office support work, greet and refer visitors to appropriate resources; responds to routine inquiries that requires judgement in determining the type of information; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains files; set up files, filing new documents, purge and update files; perform duties such as overseeing collecting fees, prepares required reports and deposits money collected from entrance station; maintains petty cash and replenish as necessary; oversees the training of fee collectors.

Receives, logs in and distributes incoming mail; responds to requests for park brochures, issues hiking and camping permits, provides assistance in routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment; prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of staff meetings; compiles and enters data on park visitations into Microsoft Excel program, assist the Park Manager to compile and prepare monthly/quarterly reports; make routine calculations and check information for accuracy; may order, request for price quotations for office supplies.

Receives and ensure requests for park information, hiking and camping information on the Navajo Reservation areas including tribal parks and National Park Services areas; provides customer service in providing appropriate information on tribal parks and National Park services areas.

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.
- 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 generally accepted grant, contract administration principles, procedures and practices; accounting transaction practices, procedures related to tribal, federal, state, local laws and regulations; knowledge of budget practices, different funding source within the Navajo Nation; Knowledge on Navajo Nation Procurement and purchasing policies; Skills in report writing utilizing research, consolidation, analyzing in preparing compliance and evaluation on contract; Skills in computer operating, software, including data bases and spreadsheet for record purposed; Skills in good customer service, communication and able to work with co-workers, contractors and vendors effectively; Skill in understanding oral and written instructions

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