

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS05920227
POSITION NO: 944152
POSITION TITLE: _____

DATE POSTED: 10/21/20
CLOSING DATE: 11/03/20

Office Specialist

DEPARTMENT NAME / WORKSITE: DPS/Navajo Police Department - Kayenta, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC58A</u>
WORK HOURS: <u>8:00 a.m.-5:00 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>25,854.40</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:

Assist the General Public by directing them to appropriate department or resources. Answer, evaluates and prioritizes telephone calls and takes messages. Respond to routine inquiries that requires judgement in determining the type of information that may be release. Provides function specific information, instruction and forms. Types routine correspondences, reports, labels and forms. Maintain electronic and/or hard copies filing system, updating and purging. Requires minimal travel to and from headquarter to deliver/received inter-departmental mail, time sheet and payroll. Maintaining an accurate and updated filing system for district personnel; Police officer training certificates, Personal action forms, Certificate of medical exam forms, Annual performance evaluations, Firearm training certificates. Process, track and maintain travel authorization documents, complete and submit travel expense reports. Assist in preparing district shift schedule and maintain files. Maintain record of personnel injury reports and prepare required documents for worker's compensation. Must get FMIS Certification to be a receiver or review and enter voucher. Purchase Card reconciler. Must learn to prepare Bi-Weekly Timesheets. Must attend meetings, trainings, conferences and preparing meeting agenda. Maintains confidentiality of work related information. Must learn and follow NN Policies & Procedures and District Directives. Maintaining Police Lieutenant weekly work schedule and appointments. Coordinating Training schedule and District Staff Meetings. Assist with district personnel and vehicle inspection. Maintain daily activity schedule for District Commander.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in business of closely related field; and one (1) year 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 applicable policies, practices and procedures related to work assignment; of basic clerical/office support practices and procedures; and a variety of computer software, word processing, data base, and spreadsheet application. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintain electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in establishing and maintain effective working relationships; and in preparing clear and comprehensive reports.

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