

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05720233
POSITION NO: 931257
POSITION TITLE: _____

DATE POSTED: 10/23/20
CLOSING DATE: 11/05/20

Office Specialist

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care & Development Fund Program/Tuba City, AZ

WORK DAYS: <u>Monday thru Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC58A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</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:

Screen telephone calls, routes call, and takes messages, greets and direct visitors as appropriate; Responds to routine questions from the public; directs people to appropriate sources; researches and responds to requests for general information; provides public with specifics such as program information; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Assists in the preparation, arrangement, and maintenance of client case files. Arranges meetings and conferences, prepares agenda, transcribes minutes of meetings, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department; Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, purchase requisitions and related documents within established limits and procedures; and obtains appropriate signatures. Monitors/inventory, orders and maintains supplies and equipment.

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.
- Possess 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:

Knowledgeable of basic clerical and office support practices and procedures. Knowledgeable of computer software, word processing, database and spreadsheet applications. Knowledgeable of microfiche processing and storage. Knowledgeable of the operation and maintenance of camera equipment related to microfilm storage. Skilled in preparing a variety of records, reports and correspondence. Skilled in the use of personal computers and applicable software applications. Skilled in maintaining filing and records systems. Skilled in following oral and written instructions. Skilled in operating office equipment, including computer programs. Skilled in English composition, grammar and punctuation. Skilled in applying judgment in the release of and safeguarding confidential information. Skilled in preparing clear and comprehensive reports. Skilled in establishing and maintaining effective working relationships. Willing and able to use the Financial Management Information Systems (FMIS) and able to communicate in both fluently in English and Navajo. Within 90 Days of Employment obtain Food Handler's Permit, 1st Aid/AED/CPR Training, the Navajo Nation Tribal Vehicle Operator's Permit And get certified with the Navajo Nation Financial Management Information System (FMIS), including 6B Rollout Procurement and Accounts Payable.

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