THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0832551** | Date Posted: **10/25/2010**
POSITION NO: 241347 | Closing Date: **11/5/2010**
CLASS CODE: 1366

POSITION TITLE: **Office Specialist**
DEPARTMENT NAME: Historic Preservation/Roads Planning Program
DEPARTMENT NO: 083 | WORKSITE LOCATION: Flagstaff, Arizona
WORKS DAYS/HOURS: | POSITION TYPE: | GRADE: N580A
Days: Monday-Friday | Permanent: X | SALARY:
Hours: 8 am - 5 pm | Temporary: | Duration: | $ 21,944.00 Per Annum
Part-Time: | No. of Hrs/Wk: 40 | $ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, candidate must be able to organize, maintain and update files (i.e., contract, personnel, procurement, and administrative). Answer the phone, take messages, provide needed communication. Direct visitors, when necessary. Maintain reference logs for correspondence, telephone usage, GSA mileage, copier reading, etc., check incoming invoices for mathmatical accuracy, route to appropriate staff, and assist with files. Check correspondence for basic grammar, occasionally do staff typing, as requested. Monitor status of office supplies/equipment and order supplies/equipment, as necessary. Run errands, such as to the post office. Maintain appointment dates/time for staff. Maintain assigned vehicles and ensure proper service according to GSA's schedule. Make travel arrangements, provide itinerary, process reimbursement, and maintain proper forms. Drive to Window Rock to attend meetings or to perform other tasks as assigned (e.g., payroll). Maintain office cleanliness, keep equipment in operating order and supplies in stock. Assist in staff capacity by coordinating office services and day to day operations.

QUALIFICATION REQUIREMENTS:

Education and Training:

High school diploma or GED; supplemented by courses in general office procedures. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Two years experience in secretarial or related work to perform the described duties or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Ability to demonstrate the required typing and computer skills. Knowledge of principals and practices of tribal processes and general accounting methods. Proficient computer skills in Word Perfect, Quattro Pro, Word, and Excel, and using a Windows platform. Knowledge of modern office methods, practices, and equipment. Strong work ethic, adherence to work attendance standards, ability to multitask complex problems, and good English grammar skills are a must. Bilingual Navajo-English language skills preferred.

License/Certification Requirements:

Must possess, or be currently eligible to possess without legal constraints, a Class D State Motor Vehicle Operator's License.

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