

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

REQUISITION NO: OPV03722019

DATE POSTED: 10/25/21

POSITION NO: 244665

CLOSING DATE: Open Until Filled

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Nation Veteran Administration-Tuba City, AZ

WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: BQ58A

WORK HOURS: 8 AM to 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 27,519.84 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 13.18 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision of the Veteran Service Officer, the Office Specialist provides the following duties and responsibilities: Managing the office administrative paperwork; Maintaining records to include budgetary expenditures; Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; Reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copy files; Written and verbal communications to veterans and Navajo Nation employees on the status of programs or applications; Researches and responds to requests for general information; composes, types, and edits correspondence, reports, records, and forms; enters and verifies data in a computerized system and prepares reports from personalized data; Customer Service skills in answering telephone calls, managing email correspondences, and in-person inquires.

**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:**

- Must 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:**

Prefer an understanding of the Navajo Language. Knowledge of basic mathematical applications; knowledge of organization, records management practices, and principles which include preparing/maintaining accurate records, reports, and files; knowledge of public relations/customer service principles, practices and techniques; basic computer skills and general knowledge of research and development; skills in effective communication.

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