

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH03816514</u>	DATE POSTED:	<u>10/29/18</u>
POSITION NO:	<u>944978</u>	CLOSING DATE:	<u>11/09/18</u>
POSITION TITLE:	<u>Office Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>CHR/Outreach Program, Gallup, New Mexico</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>
NON-SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
		DURATION :	<u> </u>
		TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Secretarial duties: typing of correspondence, make travel authorization and submit for travel reimbursement claims, complete office supplies for field staff, order office equipment through the FMIS, will arrange meetings and conference, and take minutes of meetings and transcribe documents, submit bi-weekly time cards/timesheets to Central Office, mail run; compile monthly mileage reports, monthly reports from field staff, filing incoming correspondence and monthly reports. Type all correspondence accurately for CHW Supervisor on a timely basis, including reports, memorandum of agreements, Request Direct Payment, ICRs, TAs, TRFs, Trip Reports, and any documents as requested from the Central Support Staff. Keep abreast of certificate / re-certification dates of field staff, CPR, First Aide, and Public Health Course. Functions as a public relations advocate, which involves greeting the general public, staff, and other tribal visitors and workers, receiving telephone calls and providing accurate program information as necessary. Maintains programmatic accountability through daily entries in logs, registers and records as necessary, follow up on processes or items needed. Maintain confidential information on staff and administrative files. Attend monthly meetings, trainings and other duties assigned. Will assist with all three sections of: CHR, STD, and TB programs for secretarial duties.

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:

Knowledge of applicable policies, practices and procedures related to work assignment, knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software, skill in maintaining electronic and/or hard copy filing /records systems. Skill in operating office equipment, including computer programs, follow oral and written instructions. Skill in English composition, grammar and punctuation, basic math, cash receipting and accounting principles, establishing and maintaining effective working relationships. Skill 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.