THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS07916495 | DATE POSTED: 10/30/18
POSITION NO: 240009 | CLOSING DATE: 11/13/18
POSITION TITLE: OFFICE SPECIALIST
DEPARTMENT NAME / WORKSITE: Division of General Services - Administration / Admin. Bldg. No. One, Window Rock, AZ
WORK DAYS: Monday - Friday
WORK HOURS: 8:00am - 5:00pm
SENSITIVE ☐
NON-SENSITIVE ☑
REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :
GRADE/STEP: AR58A
$ 25,355.20 PER ANNUM
$ 12.19 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision of the division Director and Division administrative staff, preforms a variety of duties of moderate difficulty. Responsible to receive and log-in daily mail correspondence by date stamping , recording, scanning and property distribution to staff for handling. Responsible to photocopy and distribute updates, informational memorandums within the Division. Receives and sends either by electronic mail or facsimile transmissions and assures proper routing or direct hand delivery of documents to respective department, programs or business contact destinations. Responsible for the upkeep and maintenance of department office equipment, supplies, equipment and supplies inventory listing, and routine corrective action to ensure maximum operation. Assists in the order of supplies, equipment and operating items by obtaining quotes and the disposition of final procurement documents i.e. SSO's, ICR's, RDP's, TA's, ETC. Composes, types, edits and ensures the proofread of basic reports, memorandums, correspondences, forms and financial document for finalization. Will be at times assigned special projects, events and requests as directed by the Division Director and administrative level staff. Assists in ensuring that the Division office is manages in an efficient, effective and professional manner by answering telephone inquiries, greeting visitors and making appropriate referrals to the responsible staff for direct services or assistance. Assists in maintenance and upkeep of pertinent files and documents and in the final retention and disposition of records. Assists in the annual budget preparations for materials to be presented to various Oversight Committees of the Navajo Nation Council. Assists in coordination of meetings, travel and other miscellaneous human relation activities and functions for the Division. In the absence of the Administrative Assistant, duties and responsibilities will be inclusive and in conjunction with maintain continuity of services.

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:

- 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:

Must possess an above average skill in Math and English composition, grammar, punctuation and spelling; skilled in principles of letter and report writing composition, basic accounting and procurement procedures, records/file management and skilled in modern office practices. Must have an understanding and basic knowledge of the Navajo Nation government and in computer software applications. Must possess the ability to comprehend and follow oral and written instructions, ability to type a minimum of 45 wpm and operate basic office equipment; ability to work under stressful deadline and time restrictions and able to travel , work overtime and/or weekends if required. Must be able to demonstrate at all times, professionalism and courtesy in providing customer service and promote diplomacy and tact to establish and maintain cooperative working relationships with superior, co-workers, elected officials and the general public.

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