

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02416544
POSITION NO: 909724
POSITION TITLE: Senior Office Specialist

DATE POSTED: 11/02/18
CLOSING DATE: 11/16/18

DEPARTMENT NAME / WORKSITE: Division of Human Resources / Navajo Office of Vital Records & Identification - Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR60A
WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 30,035.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 14.44 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information on department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports. Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures and monitors/checks for accuracy; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- 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:

Knowledge of applicable policies, practices and procedures related to work assignment. Knowledge of clerical/office support practices and procedures. Knowledge and skill in a variety of computer software, word processing, database, and spreadsheet applications. Skill in performing a variety of clerical functions at a technical or secretarial support level in an office. Skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods. Skill in effective oral and written communication. Skill in maintaining filing and records systems. Skill in operating office equipment, including computer and standard office computer programs. Skill in following oral and written instructions. Skill in English composition, grammar and punctuation. Skill in establishing and maintaining effective working relationship with others 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.