THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0259448**	DATE POSTED:	**11/03/14**
POSITION NO:	**219684**	CLOSING DATE:	**11/17/14**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DGS/Risk Management Program/Window Rock, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, is responsible for work of considerable difficulty involving a variety of office support work, clerical assignments and problem resolution. Receives, inputs, and sets up new claim files for claims received. Issues acknowledgement letters to claimants and makes claim assignments to appropriate claims personnel Throughout the life of a claim, provides clerical assistance to Claims personnel for management of the claim. Inputs claim payments issued and notepad entries in to claims information management system. Prepares and submits various financial documents to the Office of the Controller for claim payments and other operating functions of the Program. Prepares monthly financial reports to assist other personnel in reconciling the FMIS and claims information management system for all claim payments made. Works with outside Insurance Brokers, Attorneys and Third Party Adjusters in the delivery of services. Receives requests for certificates of insurance and issued certificates accordingly. Maintains a complex insurance filing system for all insured participants. Maintains a complex financial filing system and budget ledgers. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School diploma or GED supplemented by college courses in general office procedures and two (2) years general office or related experience

Preferred Qualifications:

- Associates degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

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:

Knowledge in insurance laws, policies and regulations, medical and legal terminology and practices, claims processing. Ability to deal with different types of behaviors/attitudes of people. Basic algebra skills a plus.

<<A favorable background investigation is required>>

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