THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0479447**	DATE POSTED:	**11/03/14**
POSITION NO:	**943239**	CLOSING DATE:	**11/17/14**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DPS/Emergency Medical Services/Red Mesa, AZ**		

WORK DAYS:	**MON - FRI**	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	**8 AM - 5 PM**	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Screen and distribute all incoming telephone calls, receive visitors and log in all incoming correspondence and/or reference material route to appropriate staff. Handle all files, typing, travel arrangement, minute taking and reports as requested for , prepare data quarterly and annually. Prepare material for meeting agenda, take and type minutes from meetings, conferences and distribute upon request or directed. Type and take transcribe dictation, compose correspondence in accordance with instructions or using independent judgment, must have knowledge of the office procedures and policies, answer inquiries or interpretation of the Navajo Nation Personnel Policies Manual, Travel Policies and Department Rules and Regulations Manual. Develop and maintain a filing system which includes confidential documents for all personnel,

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft software or other computer applications.
- FMIS certificate.

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 have good communication skills with the public and other employees, good in language, grammar and arithmetic. Must be diligent, resourceful, tactful, have good judgment skills, be independent and be trustworthy.

<<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.