

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR0768283  
POSITION NO: 242898

DATE POSTED: 11/04/13  
CLOSING DATE: 11/18/13

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: Tse Bonito, NM

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y60A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40</u> \$ <u>27,768.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>13.35</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, responsible for small business office management within a governmental structure such as administrative, operational, programmatic, fiscal, financial, clerical, technical, and other work of moderate difficulty that requires independent judgment, sound problem solving, and decision-making; completes assignments in a timely and effective fashion; performs related work as assigned. Provides and follows financial function, policies, procedures and reporting pertaining to accounts payable, accounts receivable, purchasing, FMIS use, monitor and status reports, Fund Management Plan cash accounting and procedures, Purchase Card use, Taxation, and others. Provides a supportive range of fiscal function, processes and procedural work pertaining to budgeting, budget transfer, property and inventory management, contracting, Fund Management Plan, and others. Prepare and carry out Executive and Legislative Branch administrative document review processes and its procedures for proposed legislation, documents, etc. Provides administrative support pertaining to records management and security, personnel procedures and action, payroll procedures, office management, travel procedures including reimbursement, customer service, data management in a computerized system, privacy and confidentiality, and others. Clerical work pertaining to postal mailing; photocopying, appointment scheduling, telephone protocol, and others. Researches and collects information from various sources. Composes, types and edits correspondence, reports, forms and documents. Coordinates, schedules and tracks progress of specialized work projects or functions. Occasionally, perform fingerprinting services, initiate the Intake process for background check procedure, and other investigative and adjudicatory support; and, may supervise, monitor, or coordinate the activities of Human Records Clerk, and required to teamwork with program staff. Perform cleaning duties, and keep the office neat, organized, and clean.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

An Associate's degree in Secretarial Science, Business, Office Management, Finance, Computer Information or related field; and three (3) years responsible office experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties. **PREFERRED:** Three years of business management experience.

**(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, methods, and procedures related to work assignment such as finances, accounting, budget, contract, purchase, inventory, records management, customer service, P-card, taxation, payroll, travel, administrative review process, computer protocol, privacy and confidentiality, and others as appropriate. Knowledge of business and office management practices and procedures. Knowledge of a variety of computer software, word processing, database, and spreadsheet, internet browser, email system, case management. Knowledge with FMIS applications to retrieve balances, expenditures, revenues for reports. Knowledge in client Intake and Staff support Skill in preparing a variety of reports and correspondences using computer and software, word processing, database, spreadsheet internet browsers, email system, FMIS, and other applications. Skill in performing a variety of business office management support functions in areas of finance, budget, contracting, accounting, purchasing, inventory control, records management, customer service and other administrative, clerical, technical and secretarial for the organizational functions in an office. Skill in organizing work for efficiently and effectiveness, and exercising independent judgment in making appropriate decisions concerning work methods and outcomes. Skill in operating office equipment, including computer and standard office computer programs. Skill in following oral and written instructions to its completion. Skill in effective verbal and written communication including English composition, grammar, and punctuation. Proficient in speaking Navajo language is preferred. Skill in establishing and maintaining effective working relationship and teambuilding with others. A valid fingerprinting certification preferred but not required. A valid Notary certification is required. Ability to understand, interpret and apply appropriate laws and regulations pertaining to background check and adjudication.

**License/Certification Requirements**

**PREFERRED:** Must possess a valid driver's license. FMIS Certification. Fingerprinting training preferred but not required. Must obtain a favorable background check.

**Special Requirements:**

***This position requires a background investigation and a suitability assessment prior to employment.***

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERAN'S PREFERENCE APPLIES.**