

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS07416562
POSITION NO: 244313
POSITION TITLE: _____

DATE POSTED: 11/05/18
CLOSING DATE: 11/19/18

Office Specialist

DEPARTMENT NAME / WORKSITE: DPS/Navajo Police Department - Crownpoint, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR58A</u>
WORK HOURS: <u>8:00 a.m.-5:00 p.r</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>25,355.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.19</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Greets the general public and directs them to appropriate staff or office. Composes, type, and edit memorandums, correspondences, reports, and various forms. Receives, date stamp, logs in and distributes all incoming/outgoing mail. Makes appropriate travel and training arrangements for staff. Files and maintains a filing system for police logs, confidential information, correspondences, payroll timesheets and other files as required; assists with arrangements of meetings and conferences. Prepares photocopies or facsimiles; processes, track and maintains records and status of office forms. Prepares, obtain appropriate signature and monitors travel authorizations, purchase requisitions and other related documents. Incumbent will perform variety of office support work of moderate difficulties on a daily basis of operations, including but not limited to the ability to maintain records of encumbrances, records of department expenditures, record and assist in preparing budget. Assists in the preparation of department monthly, quarterly, annual reports. Researches and compiles information for data and statistic purposes, Conducts other duties as assigned.

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.
- 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; of basic clerical/office support practices and procedures; and a variety of computer software, word processing, data base, and spreadsheet application. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintain electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in establishing and maintain effective working relationships; and in preparing clear and comprehensive reports.

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