

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0034257

Date Posted: 11/07/11

POSITION NO: 230166

Closing Date: 11/21/11

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Navajo Utah Commission

DEPARTMENT NO: 3 WORKSITE LOCATION: Aneth, UT

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: 5

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: Permanent \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Researches and responds to requests for general information requiring comprehensive knowledge of 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; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business or related field; and

Experience:

Three (3) years responsible office experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of clerical /office support practices & procedures. Knowledge & skills in preparing a variety of computer software, word processing, database, and spreadsheet applications. Skill in performing variety of clerical functions at a technical or secretarial support level in an office. Skill in records management, operating office equipment. Skill in following oral and written instructions. Skill in English composition, grammar and punctuation. Skill in transcribing meeting minutes.

License/Certification Requirements:

None required.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99