

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10122188

DATE POSTED: 11/16/21

POSITION NO: 243061

CLOSING DATE: 12/01/2021 by 5 pm

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: NAVAJO DOT - EXECUTIVE / TSE BONITO, NM

WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME: GRADE/STEP: BQ58A

WORK HOURS: 0800-1700 PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

This position will report to the Deputy Division Director and Division Director; employee must be able to multi-task in a high pace working environment; screening of phone calls and visitors to the Executive Office - route calls, notate messages, and direct visitors to designated areas. Office Specialist is responsible for daily mail runs to the US Post Office and the Office of the President and Vice President. Confirmation of meetings are needed on behalf of the Division Director and Deputy Division Director that consists of where meetings are held, when meetings are held, and days meetings are held. Assist the Administrative Assistant with filing all documents that are received and distributed by the Executive Office. Presentation materials to be copied, binded, and distributed will be compiled by the Office Specialist. Responsible for inventory of office supplies, requests for quotations per Navajo Nation Procurement Policy, and creating financial forms for payment for supplies and other purchases via Stationary Supply Order, Purchase Requisition, or Request for Direct Payment. Must have skills in customer service and telephone etiquette. Position will fill in for the receptionist when needed. Responsible for transcribing meeting minutes for all meetings that require Executive's participation and to distribute meeting minutes to those who are on a need to know basis. May be designated as a Purchase Card reconciler. Have ability to type correspondences when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hour 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

(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:

Skill in preparing Navajo Nation financial forms; travel authorizations; familiar with the Navajo Nation's FMIS system; and able to multi-task.

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