

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10222187
POSITION NO: 242459
POSITION TITLE: _____

DATE POSTED: 11/16/21
CLOSING DATE: 12/01/2021 by 5 pm

OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: Department of Project Management / Tse Bonito, New Mexico

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ58A</u>
WORK HOURS: <u>8AM - 5PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>27,519.84</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>13.18</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under general supervision, candidate must be able to organize, maintain and update files (i.e., contract, personnel, procurement, and administrative). Answer the phone, take messages, provide needed communication. Direct visitors, when necessary. Maintain reference logs for correspondence, telephone usage, Tribal vehicle mileage, copier reading, etc., check incoming invoices for mathematical accuracy, route to appropriate staff, and assist with files. Check correspondence for basic grammar, occasionally do staff typing, as requested. Monitor status of office supplies/equipment and order supplies/equipment, as necessary. Run errands, such as to the post office/deliver/retrieve documents. Maintain appointment/schedule meetings with dates/time for staff. Maintain assigned vehicles and ensure proper service according to Fleet schedule. Make travel arrangements, provide itinerary, process reimbursement, and maintain proper forms. Attend meetings as recorder. Perform other tasks as assigned (e.g., payroll). Maintain equipment in operating order and supplies in stock. Assist in staff capacity by coordinating office services and day to day operations. Responsible for timesheet preparation and submittal to the Payroll Department. Will be the department's Purchase Card reconciler.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma or GED; supplemented by twenty-four (24) college credits in Business or closely related field; and one (1) year if general office or related experience or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Must possess a valid 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:

Ability to demonstrate the required typing and computer skills. Knowledge of principals and practices of tribal processes and general accounting methods. Proficient computer skills in Microsoft Word and Excel, and using a Windows platform. Skill in operating typical office equipment. Knowledge of modern office methods, practices, and equipment. Strong work ethic, adherence to work attendance standards, ability to multitask complex problems, and good English grammar skills are a must. Bilingual Navajo-English language skills preferred. Skills in proofing, verifying, and checking documents and data. Ability to organize work efficiently and make appropriate decisions concerning work methods. Knowledge of the JD Edwards FMIS program.

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