

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA01522205

DATE POSTED: 11/17/21

POSITION NO: 948521

CLOSING DATE: 12/02/2021 by 5pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Surface & Ground Water Protection Dept / Shiprock NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ60A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 32,634.44 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.63 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the direction of the Environmental Department Manager, performs duties of considerable difficulty relating to the Underground Injection Control Program. Employee will provide clerical support to the UIC Program staff and ensure proper management of financial documents, grants, and personnel; demonstrates proficiency in FMIS (OOC's Financial Management Information System) and is certified to use FMIS; ensures proper management of the office environment and works with fellow staff with proper telephone etiquette; provides a safe and productive office environment for staff and visitors; using current policies and procedures manuals for travel, personnel, financial management, manage all staff requirements for training, travel, purchasing and processing as well as personnel management; assists in the preparation of annual budgets and monitors expenditures; maintains hard copies of files and ensures the management of all documents in electronic form; performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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:

Knowledge of computer software; ACCESS, WORD, and EXCEL.

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