

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0914351

Date Posted: 11/21/11

POSITION NO: 242517

Closing Date: 12/06/11

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: Division of Social Services/Shiprock Regional Office

DEPARTMENT NO: 91 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 a.m. - 5:00 p.m.

Temporary:

Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of office support work of moderate difficulty performing a full range on clerical assignments and resolving problems that are of a non-technical nature. Applies specialized functional knowledge to independently analyze and respond to matters within established limits; and performs related work as assigned. Receives all telephone calls, screens and routes calls, takes messages, greets and directs public/clients as appropriate, determines nature of visit and coordinates public intake for staff; Responds to routine inquiries from the public; Directs people to appropriate sources; Provides public with specifics such as program information; Researches and responds to requests for general information; Composes, types, and edits correspondence, reports, and forms; Enters and verifies data in a computerized system and prepares reports from provided data; Compiles reports; Identifies sources and extracts necessary information; Performs specialized calculations. Attends meetings and trainings. Maintains confidentiality due to sensitivity of program. Arranges meetings and trainings. Schedules appointments and interviews; Makes travel and lodging arrangements; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures; Maintains electronic and/or hard copy files; Prepares photocopies or facsimiles; Processes employee and office forms; Tracks and maintains records and status of processes used in department; Follows up on processes or items as needed; Transcribes minutes of meetings.

Prepares work orders, supply requisitions and related documents within established limits and procedures. Obtains appropriate signatures; Monitors, orders and maintains office supplies, inventory and equipment; May receive money, prepare receipts of payment and log in money received on financial documents; May coordinate the work of others and train new employees,

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; supplemented by courses in general office procedures; ***(to receive full credit for education & training applicant must submit copies of transcripts, degrees and current certificates, etc.)***

**Experience:**

Two (2) years general office Or related experience; OR an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices, and procedures related to work assignment. Knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, MS 07 (Word, Excel, Outlook, Powerpoint) applications. Skill in preparing a variety of records, reports, correspondence using computer. Skill in maintaining electronic and/or hard copy filing/records systems. Skill in operating office equipments. Skill in following oral and written instructions. Skill in English composition, grammar, and punctuation. Skill in establishing and maintaining effective, cooperative working relationships. Skill in preparing clear and comprehensive reports. Skill in communicating with the general public in Navajo and English language fluently.

**License/Certification Requirements:**

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit. No DWI's in the last 3 years (tribal or state); Original State Driving Record required at applicant's own expense; Original Criminal/ Traffic Record required from Navajo Department of Law Enforcement, Toyeyi, Ganado, Arizona, at applicant's own expense; State of Residency Criminal History Background Check and Fingerprinting Check required at applicant's own expense due to nature of job duties in working with children and as a tribal program it is a requirement to comply with existing federal laws: P.L. 101-630 (The Indian Child Protective & Family Violence Prevention Act of 1990; P.L. 01-647 (Crime Control Act, Child care worker - Employee Background Checks of 1990).

**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**