

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

REQUISITION NO: DNR09412931

DATE POSTED: 11/30/16

POSITION NO: 946746

CLOSING DATE: 12/13/16

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/Navajo AMLR/UMTRA Department/ Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB58A

WORK HOURS: 40 hours PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.60 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Screens telephone calls, routes calls, and takes messages, greets and directs visitors as appropriate; responds to routine questions from public; directs people to appropriate sources; provides public with specifics related to Navajo AMLR/UMTRA Department; researches and responds to request for general information; composes, types and edits correspondences, reports, and forms; enters and verifies data in a computerized system and prepares reports for personalized data; complies reports; identifies sources and extracts necessary information; performs specialized calculations; arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receive, dates, stamps, logs in, sorts, and distributes all incoming and outgoing mail; reviews, reports, records, accounts or other documents for completeness; maintains electronic and hard copy files; prepares photocopies, and 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; Prepares work orders, supply requisitions, and related documents with established limits and procedures; obtains appropriate signatures; monitors, orders, maintains office supplies; inventory of equipment; tracking for 164 review process documents; prepare financial documents.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related 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:**

Knowledge of applicable policies, practices, and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; knowledge in a variety of computer software, word processing database, and spreadsheet computer applications; excellent customer service skills and team oriented; excellent communication skills; Skill in maintaining records; skill in following written and oral instructions; skill in establishing and maintaining effective work relationships.

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