THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE04411094**	DATE POSTED:	**11/23/15**
POSITION NO:	**263124**	CLOSING DATE:	**12/08/15**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DODE/Office of Educational Research & Statistics - Window Rock, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8:00am - 5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of office support work of moderate difficulty performing a full range of clerical assignments. Greets and directs visitors as appropriate; responds to routine questions from the public, directs people to appropriate sources; composes, types, and edits correspondence, reports, and forms; compiles reports; arranges meetings and conferences; makes travel and lodging arrangements; reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copies files; processes employee and office forms; tracks and maintains records and status of processes used in department; transcribes minutes of meetings; prepares work orders, supply requisitions and related documents within established limits and procedures; orders and maintains office supplies, inventory, and equipment; assists in maintenance and upkeep of pertinent files and documents and in the final retention and disposition of records; assists in the annual budget preparations for materials to be presented to the various Oversight Committees of the Navajo Nation Council; performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office and clerical support procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

- Must 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 of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of reports, records and correspondences using standard computer software; Skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships.

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