

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

REQUISITION NO: DOH0639584

DATE POSTED: 11/24/14

POSITION NO: 241175

CLOSING DATE: 12/09/14

POSITION TITLE: Office Specialist (S)

DEPARTMENT NAME / WORKSITE: NDOH/Special Diabetes Project/Dilkon, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: AB58A

WORK HOURS: 8 am- 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM

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

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Incumbent shall screen telephone calls, takes messages and routes calls to respective staff and departments; Greets and directs them to respective staff and/or organizations; maintain appointments and interview schedule for Program Supervisor I and other staff; Be a self starter with the ability to work under difficult circumstances; Be assertive to orient self with Navajo Nation program and services that will allow incumbent to answer questions and refer the general public to appropriate programs for services; be able to operate Xerox and facsimile machines.

Receive activity reports and data from staff; compute data into an electronic format while verifying data for accuracy and completeness; compose & edit correspondences and reports for accuracy & completeness prior to finalization and submittal to NSDP Central Administration; Maintain documents in a centralized filing system (automated and hard copy) for the respective agency office. Maintain a log to record telephone calls, incoming/outgoing mail and distribute to respective staff; arranges meetings and conference location for the agency office. Ensure minutes are taken/kept and transcribed of all staff meetings and distributed to staff.

Arranges meetings and conference location for the agency office; ensure minutes are taken/kept and transcribed of all staff meetings for distribution to staff; prepares travel authorizations, work orders, supply requisitions, and other budgetary documents; Maintain office and other supplies necessary to ensure NSDP staff adequately performs duties and responsibilities to meet the need of consumers; arrange travel itinerary, including lodging, for all NSDP staff at the respective service areas; maintain an automated inventory system of all equipment and supplies; assist in the orientation of new NSDP Staff at the service area; assist in the wellness activities & coordinate work with other staff, general public and organizations; performs other duties as assigned by the Program Supervisor I and NSDP Central Administration.

**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.

**Preferred Qualifications:**

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

**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 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 records, reports, correspondence using standard computer software. Skill in maintaining electronic and/or hard copy filing/records systems. Skill in operating office equipment, including computer programs. Skill in following oral and written instructions. Skill in English composition, grammar, and punctuation. Skill in basic math, cash receipting and accounting principles. Skill in establishing and maintaining effective working relationships. Skill in preparing clear and comprehensive reports.

**<<A favorable background investigation is required>>**

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