

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

REQUISITION NO: EPA0157264

Date Posted: 12/03/12

POSITION NO: 941905

Closing Date: 12/14/12

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Air & Toxics - Air Quality Control/Operating Permit Program

DEPARTMENT NO: 15 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Mon - Fri Permanent:  SALARY:

Hours: 8:00 am - 5:00 pm Temporary:  Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

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

**DUTIES AND RESPONSIBILITIES:**

Greets and direct visitors as appropriate; responds to routine questions from the public; provides public with specifics such as program information; researches and responds to requests for general information; requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondences, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports; 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; tracks and maintains records and status of processes used in department, follow up on processes or items as needed.

Prepare work orders, supply requisitions and related documents within established limits and procedures; obtain appropriate signatures, monitors, orders and maintains office supplies, assist with inventory equipment; participate in the preparation of the program budget; monitors expenditures; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data, and financial records; makes photocopies, faxes documents; orders office supplies; may supervise, may coordinate the work of others and train new employees.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; supplemented by course in general office procedures; and

**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. Some positions may require specific licenses or certifications.

**(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, licensure, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of federal & tribal environmental laws; used of computer applications and ancillary equipment, skill in the use specialized equipment used in the detection of environmental pollutants.

**License/Certification Requirements:**

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit, **preferred**.

**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**