

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0222661

Date Posted: 12/06/10

POSITION NO: 201846

Closing Date: 12/17/10

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: Department of Personnel Management

DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N58A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Greets visitors, determines their needs and refers to appropriate staff member; answers and screens telephone calls and visitors by receiving information on nature of business and refers to appropriate staff member. Maintains the Job Vacancy Listing, fax documents upon request; maintain logs for visitors, stamps and logs in all incoming mail and other duties and functions as appropriate.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses 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. Fluent in both the Navajo and English languages.

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

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignments; of basic clerical/office support practices and procedures; of a variety of computer software, word processing, database, and spreadsheet applications. Skill in operating office equipment, including computer programs; in following oral and written instructions; in establishing and maintaining effective working relationships.

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