

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR1274381

Date Posted: 12/12/11

POSITION NO: 210568

Closing Date: 12/23/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: DHR/Staff Development and Training Department

DEPARTMENT NO: 127 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R58A

Days: Monday-Friday

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:

Provide Customer Service to all cliental when responding to routine questions and services regarding SDTD training courses and materials; screen all incoming calls, take messages or route calls to internal SDTD staff and to other departments and programs; provides cliental with specifics on SDTD training information; researches and responds to requests from supervisor; composes, types, and edits correspondence, reports, records, and forms; enters and verifies Training Request Forms using Filemaker software and prepares reports from provided data; complies reports; performs specialized calculations and data analysis; scan documents.

Schedules appointments; arranges meetings and conferences; helps makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, or other documents for completeness and accuracy; maintains electronic copy of files through the use of scanning system; prepares photocopies or facsimiles training calendars; help process employee and office forms by tracking and maintaining records and finding status of the processes of documents.

Prepares work orders and related documents; obtains appropriate signatures; monitors and maintains office supplies, inventory and office equipment; prepare receipts of payments and log in payment received and other assign duties.

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 experience; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(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 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 copies 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.

License/Certification Requirements:

A valid state driver's license.

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