

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH0757316
POSITION NO: 947683
CLASS CODE: 1366

Date Posted: 12/17/12
Closing Date: 12/31/12

POSITION TITLE: Office Specialist
DEPARTMENT NAME: Navajo Nation WIC Nutrition Program
DEPARTMENT NO: 75 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: SALARY: \$ \$22,734.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Vendor Management Coordinator (ASO), responsible for performing specialized clerical work of considerable difficulty with only occasional instruction or assistance. Performs complex task associated in preparation, submission, and verifications of vendor related materials. Performs analysis of data collections for program vendor statistics, and to be familiar with policies and procedures. Maintains accurate and up keep of the vendor filing system, and all vendor related source materials. Assists the Vendor Management Coordinator in the development, implementation, and maintenance of the average vendor food pricing on a quarterly basis. Maintains all financial and accountability of vendor reimbursements for verified irregularities of WIC transactions. Assists in the development and utilization of vendor educational materials, to include presentation of vendor orientations and vendor trainings upon request. Assists with the planning, development and writing of the Food Delivery Section of the Program State Plan. Attends meetings and trainings as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; supplemental 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.

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

Special Knowledge, Skills and Abilities:

Must be able to read, write and follow oral and written instructions. Demonstrate leadership, initiative, and ability to work with little or no supervision. Must be computer literate. Knowledge in business, punctuation, spelling, modern office practice and procedures, including the preparation of correspondences, reports, data entry, and operating difference office equipment.

License/Certification Requirements:

Valid state driver's license, *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