

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

REQUISITION NO: LB03116833

DATE POSTED: 12/28/18

POSITION NO: 150394

CLOSING DATE: 01/14/19

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: LB/Office of Navajo Government Development, Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AR160A

WORK HOURS: 40 PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,035.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.44 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a full range of clerical work or technical support work of moderate difficulty requiring independent judgment and decision-making; researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assists in 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 control records of information received, assigned or dispersed; answer telephone calls; routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements, completes appropriate travel documents and reports. Processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records; coordinates, schedules and tracks progress of specialized work projects or department functions; receives, logs and distributes incoming outgoing mail; makes photo copies; transcribes meeting minutes; monitors and order office supplies.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

**Special Requirements:**

- 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 clerical/office support practices and procedures; skill in performing variety of clerical functions; skill in operating office equipment, including computer and standard office computer programs; skills in following oral and written instructions; skill in English composition, grammar and punctuation, moderate literacy in Navajo language is preferred, some knowledge in meeting recording software.

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