

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DCD09220408	DATE POSTED:	12/30/20
POSITION NO:	929294	CLOSING DATE:	01/13/21
POSITION TITLE:	Senior Office Specialist		
DEPARTMENT NAME / WORKSITE:	Community Housing & Infrastructure Department, Window Rock, AZ		
WORK DAYS:	MONDAY-FRIDAY	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00AM-5:00PM	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	_____
		DURATION :	_____
		GRADE/STEP:	BJ60A
		\$	31,674.96 PER ANNUM
		\$	15.17 PER HOUR

DUTIES AND RESPONSIBILITIES:

Provides administrative support for the Community Housing and Infrastructure Department. Under general supervision, exercises independent judgement and discretion. Responds to and provides information regarding departmental functions to public, clients, departments and agencies including explanations of program services, policies and procedures in person, telephone, email, or by correspondence; researches difficult inquiries and guides or assists clientele in solving issues/problems; Receives and maintains records of incoming and outgoing documents and ensures appropriate distribution; Schedules appointments and makes arrangements for meetings. Disseminates information to department staff. Creates and/or prepares a variety of correspondence, forms, reports, memoranda, and meeting minutes; Collects and compiles a variety of information and generates periodic reports, ie, monthly and quarterly reports. Reviews documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations, policies and procedures; communicates problems and advises on corrections to ensure acceptability; Handles travel arrangements, including flight and lodging reservations for staff and verifying availability of funds; prepares and completes all necessary travel documents in compliance to Navajo Nation travel policies and purchase card requirements where applicable, for financial audit purposes. Processes employee forms and documents, ie., personnel action forms; maintain records and files. Functions as timekeeper, processes employee documents such as leave requests. Maintains files for reference and audit purposes. Follows up on progress of program assignments with timelines; coordinates, schedules and tracks progress of specialized work projects or department functions; Maintains inventory of office supplies and places orders as necessary; maintains inventory of department property and assignment of property. Participates in the preparation of annual program budget; monitors expenditures and compiles status reports; Functions as a 6B

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.
- A favorable background investigation.

(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 applicable policies, practices and procedures related to work assignment.
- Knowledge of 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 computer software, word processing, database and spreadsheet applications.
- Skill in performing a variety of clerical functions at a technical or secretarial support level in an office.
- Skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods.
- Skill in effective oral and written communication.
- Skill in maintaining filing and records systems.
- Skill in operating office equipment, including computer and standard office computer programs.
- Skill in following oral and written instructions.
- Skill in English composition, grammar and punctuation.
- Skill in establishing and maintaining effective working relationship with others.

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