

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

REQUISITION NO: DOT1117369  
POSITION NO: 241346  
CLASS CODE: 1366

Date Posted: 12/31/12  
Closing Date 01/14/13

POSITION TITLE: Office Specialist  
DEPARTMENT NAME: DOT/Roads Cultural Resource Management  
DEPARTMENT NO: 111 WORKSITE LOCATION: Tse Bonito, New Mexico  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: J580A  
Days: Monday-Friday Permanent: X SALARY:  
Hours: 8 am - 5 pm Temporary: \_\_\_\_\_ Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum  
Part-Time: \_\_\_\_\_ No. of Hrs/Wk: \_\_\_\_\_ \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, candidate must be able to organize, maintain and update files (i.e., contract, personnel, procurement, and administrative). Answer the phone, take messages, provide needed communication. Direct visitors, when necessary. Maintain reference logs for correspondence, telephone usage, GSA mileage, copier reading, etc., check incoming invoices for mathematical accuracy, route to appropriate staff, and assist with files. Check correspondence for basic grammar, occasionally do staff typing, as requested. Monitor status of office supplies/equipment and order supplies/equipment, as necessary. Run errands, such as to the post office. Maintain appointment dates/time for staff. Maintain assigned vehicles and ensure proper service according to GSA's schedule. Make travel arrangements, provide itinerary, process reimbursement, and maintain proper forms. Drive to Field Offices (e.g., Farmington, NM and Flagstaff, AZ) to attend meetings or to perform other tasks as assigned (e.g., payroll). Maintain office cleanliness, keep equipment in operating order and supplies in stock. Assist in staff capacity by coordinating office services and day to day operations.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High school diploma or GED; supplemented by courses in general office procedures; and

**Experience:**

Two (2) general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications.

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

**Special Knowledge, Skills and Abilities:**

Ability to demonstrate the required typing and computer skills. Knowledge of principals and practices of tribal processes and general accounting methods. Proficient computer skills in Word Perfect, Quattro Pro, Word, and Excel, and using a Windows platform. Knowledge of modern office methods, practices, and equipment. Strong work ethic, adherence to work attendance standards, ability to multitask complex problems, and good English grammar skills are a must. Bilingual Navajo-English language skills preferred.

**License/Certification Requirements:**

**Preferred** Possess, or be currently eligible to possess without legal constraints, a Class D State Motor Vehicle Operator's License.

**VETERAN'S 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**