

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05711337 DATE POSTED: 01/19/16
POSITION NO: 932969 CLOSING DATE: 02/01/16
POSITION TITLE: Office Specialist
DEPARTMENT NAME / WORKSITE: NDSS / Child Care and Development Fund Program / Greasewood, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8:00a - 5:00p PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Screen telephone calls, routes call, and takes messages, greets and direct visitors as appropriate; Responds to routine questions from the public; directs people to appropriate sources; researches and responds to requests for general information; provides public with specifics such as program information; Enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; Composes, types, and edits correspondence, reports, records, and forms; performs specialized calculations. Assists in the preparation, arrangement, and maintenance of client case files. Arranges meetings and conferences, prepares agenda, transcribes minutes of meetings, and conferences; schedules appointments and interviews; Tracks and maintains records and status of processes used in department;

Reviews reports, records, accounts, or other documents for completeness, accuracy, and conformity within established procedures; Researches and responds to requests for general information; Receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; Maintains electronic and/or hard copy files; prepares photocopies or facsimiles; Prepares work orders, purchase requisitions and related documents within established limits and procedures; and obtains appropriate signatures. Monitors/inventory, orders and maintains supplies and equipment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- Associate's degree in Business or Accounting
- FMIS certification.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- A favorable background check and suitability assessment prior to employment.
- Possess a valid state driver's license.
Incumbent must obtain an Adult/Pediatric or Standard & Pediatrics First Aid Certificate; a Cardiopulmonary Resuscitation (CPR)
- Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit and additional CCDF Health and Safety requirements within 90 days of date of hire.

(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 basic clerical/office support practices and procedures; and knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in maintaining electronic and/or hard copy filing/records systems; in operating office equipment, including computer programs; Skill in applying judgement in the release of and safeguarding confidential information; skill in basic math, cash receipting and accounting principles; skills in following oral and written instructions; skills in English composition, grammar, and punctuation; skills in establishing and maintaining effective working relationships; and skills in preparing clear and comprehensive reports.

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