

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07211418
POSITION NO: 941025
POSITION TITLE: Office Specialist

DATE POSTED: 02/01/16
CLOSING DATE: 02/12/16

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Shiprock, NM
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Incumbent of this position will handle all administrative support services at the Navajo Regional Behavioral Health Center - Administration and Residential. Daily duties/tasks will include receptionist duties including screening telephone calls, routing calls, and taking messages, greeting and directing visitors as appropriate; responds to routine questions from the DBHS sites and public; directs people to appropriate sources; at times may be required to provide public with specifics such as program information; researches and responds to requests for general information; composes, types, and edits correspondence, reports, records, and forms; enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information.

Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies, facsimiles and scans; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; transcribes minutes of meetings.

Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, order and maintains office supplies, inventory and equipment; check mail and run errands when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

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

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 applicable policies, practices and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; knowledge of a variety of computer software, work processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software; skill in maintaining electronic and/or hard copy filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English composition, grammar, and punctuation; skill in basic math, cash receipting and accounting principles; skill in establishing and maintaining effective working relationships; skill in preparing clear and comprehensive reports.

<<A favorable background investigation is required>>

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