

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS0793019

Date Posted: 03/14/11

POSITION NO: 240009

Closing Date: 03/25/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Division of General Services ~ Administration

DEPARTMENT NO: 79 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N58A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: N/A \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Division Director, performs a variety of repetitive duties of moderate difficulty according to established instruction. Responsible to receive and log-in daily mail by opening, date stamping, recording and distribution to appropriate staff for direct handling; Responsible for photocopy and distribution of all updates and informational memorandum to departments and programs within the Division; Responsible to assure proper routing or direct hand-carry of documents and daily outgoing mail to respective individuals at departments, programs or business contact destinations; Responsible to check daily mail for dissemination to appropriate staff; Responsible to receive and send facsimile transmission for Division staff and distribute to appropriate staff for information details or action initiation. Responsible for reporting of Duplicating Machine use charges and Mileage Report by calculation of applicable rates; Responsible for upkeep and maintenance of department office equipment with supply replacements and routine corrective action to ensure maximum operation; Responsible for order of supplies, equipment and operational items by obtaining quotes and final initiation of procurement documents.

May compose, type, edit and proofread memorandums, letters, reports, forms and financial documents for finalization and distribution. Assigned duties and responsibilities may be subject to change as deemed necessary or as goals and objectives dictate. Assist in ensuring that the Division office is managed in a effective, efficient and professional manner by answering telephone, inquiries, greeting visitors, making referrals to appropriate staff, departments/programs or sources for assistance. Assist in maintenance upkeep of pertinent files/documents as well as set-up of record keeping system and final retention and disposition of files. Assist during annual budget preparation. Assist in coordination of meetings, travel, and other miscellaneous human relation activities and functions. In the absence of Administrative Assistant; duties and responsibilities will be inclusive.

QUALIFICATION REQUIREMENTS:

Education and Training:

Must possess a High School Diploma or GED, supplemented by courses in general office and/or administrative/secretarial support. (To receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas & certificates).

Experience:

Two (2) years (or more) of general office and related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Must possess an above average skill in Math and English composition, grammar, punctuation and spelling. Knowledge and principles of letter and report writing composition, basic accounting and procurement procedures, records and file management and basic knowledge of the Navajo Nation government. Demonstrated skill of modern office practices; Ability to type a minimum of 45 wpm; Ability to comprehend and follow oral and written instructions; Ability to operate basic office equipment; knowledge of computer software applications; Ability to establish and maintain cooperative working relationships with superiors, co-workers, elected officials and the general public. May be required to travel, work overtime and/or weekends. Ability to work under stressful deadline and time restrictions.

License/Certification Requirements:

Must possess a valid State Drivers License.

VETERANS 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