

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07211690

DATE POSTED: 03/28/16

POSITION NO: 949393

CLOSING DATE: 04/08/16

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Kaibeto, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB60A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 13.75 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Incumbent of this position will handle all administrative support services for the Kaibeto Outpatient Treatment Center. Researches and responds to requests for information requiring comprehensive knowledge of department policies and procedures; assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel/lodging arrangements; completes travel documents and reports. Daily duties/tasks will include receptionist duties including screening telephone calls, routing calls, and taking messages, greeting and directing visitors as appropriate; receives, receives, date stamps, logs in, sorts and distributes incoming/outgoing mail; makes photocopies, facsimiles and scans; transcribes minutes of meeting; monitors, orders and maintains office supplies, inventory and equipment; 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; compiles reports. Monitors expenditures and compile expenditure reports; processes employee and office forms; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures and monitors/check for accuracy, Arranges meetings and conferences; schedules appointments and interviews. Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; check mail and run errands when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

Preferred Qualifications:

- Two (2) years of general administrative experience including customer service.
- FMIS certification.
- Proficient in Microsoft Office software and other computer applications.

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 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 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.

<<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.