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

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| REQUISITION NO: | **LB0818582** | DATE POSTED: | **04/08/14** |
| POSITION NO: | **159334** | CLOSING DATE: | **04/21/14** |
| POSITION TITLE: | **Senior Office Specialist** | | |
| DEPARTMENT NAME / WORKSITE: | LB/ Office of Legislative Services - Window Rock, AZ | | |
| WORK DAYS: | Mon - Fri | GRADE/STEP: | Y60A |
| WORK HOURS: | 8 a.m. to 5 p.m. | $ 27,768.00 | PER ANNUM |
| | | $ 13.35 | PER HOUR |

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐ DURATION :
TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Reports to Executive Director, responding to requests requiring comprehensive knowledge of department policies and procedures. Will assist in the preparation of reports, composes, types and edits correspondence, reports, forms and documents. Will compose public information documents and/or correspondence for supervisor's review/signature. Will work directly with FMIS, and Navajo Nation Divisions and Departments. Will perform data entry, maintains electronic and hard copy files, maintains control records of information received. Will answer telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports.

Participates in the preparation of program budget; monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents and files such as personnel records, budget data and financial records, ensures adherence to applicable policies and procedures and monitors/checks for accuracy. Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to assigned work activities or projects. Will coordinate, schedule and track progress of specialized work projects/assignments or department functions. Will receive, log-in and disseminate incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

**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 Navajo Nation Personnel Policy Manual and Procedures, Knowledge of clerical/office support practices and procedures. Knowledge of computer software, word processing, database, and spreadsheet applications. Skill in effective communication.

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