

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04311908 DATE POSTED: 05/09/16
POSITION NO: 243794 CLOSING DATE: 05/20/16
POSITION TITLE: Senior Office Specialist
DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging, Window Rock, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB60A
WORK HOURS: 8-5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 13.75 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Health Services Administrator; maintains filing for all NAAA Central program and personnel records, answers incoming telephone calls, makes copies of documents, prepares meeting packets, timesheets, mailouts; arranges meeting rooms, processes Personal Action Forms, follows through with financial transaction documents, obtain signatures from departmental administrator; assist with the data entering of program data in state database system when needed, assists the staff with various office needs, maintains record for advisory council, conducts inventory and orders office supplies, archive historical documents; supports communication with tribal, state, and federal aging services programs through emails, telephone calls, and facsimile; hand delivering and processing confidential personnel files; submission of 164 Process Documents, typing travel authorizations and other documents.

Minimum Qualifications:

- An Associate's degree in Secretarial Science, Business, or related field; and two years responsible work experience in an office setting.

Preferred Qualifications:

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

Special Requirements:

- A favorable background investigation.
- 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:

Customer service skills, and ability to understand and speak the Navajo language.

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