

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

REQUISITION NO: DPS10011966

DATE POSTED: 05/23/16

POSITION NO: 214673

CLOSING DATE: 06/07/16

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF EMERGENCY MANAGEMENT / WINDOW ROCK, AZ

WORK DAYS: MON-FRI REGULAR FULL TIME:  GRADE/STEP: AB60A

WORK HOURS: 8AM-5PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 28,600.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 13.75 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, incumbent performs a full range of clerical work or technical support, work of moderate difficulty in the coordination of emergency management assistance; requiring independent judgement and decision making; resolves non-recurring problems; researches and responds to requests for general information requiring comprehensive knowledge of department policies and procedures; assist in preparation of specialized reports requiring collection of information from various sources; composes, types, and edits correspondences, reports, forms and documents' enters and verifies data in computerized systems; maintains electronic and hard copy files, maintains control records and information received, assigned or dispersed, answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes travel documents and reports. Assists with the organization and trainings of communities, schools and other groups in the areas of mitigation, emergency preparedness, response, recovery and safety prevention, records assessment information, emergency response activities and relevant information pertaining to damage or loss control; assists with telephone calls pertaining to emergency management and related services; responds to emergency or disaster calls, subject to recall around the clock for emergency management operations which may require irregular work hours, work at locations other than the official duty station, attends meetings and training sessions related to emergency management; works cooperatively with the public, chapters, safety officials and other state and federal agencies.

Participates in the preparation of program budget, completes timesheets, monitors expenditures, accounts payable, processes payments related to program needs, maintains documents such as ledgers, personnel records, budget data and financial records, tracks progress of specialized work projects related to program and outside funding agency's, monitors and orders office supplies.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

An Associates Degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

**Preferred Qualifications:**

Two (2) years of general administrative experience in emergency management or public safety related field, including customer service.

FMIS Certification

Proficient in Microsoft Office 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:**

Must obtain a Navajo Nation Operator's Permit, Cardiopulmonary Resuscitation (CPR) and a First Aid Certification within 90 days of date of hire.

General knowledge in the National Incident Management System (NIMS)

General Knowledge in the Incident Command System (ICS)

Knowledge of the principles and practices of local, state, and federal emergency management system.

Knowledge of the laws governing public safety and emergency management.

Skills in establishing and maintaining effective working relationships.

Skills in working under strict deadlines.

Ability to develop and write memorandums and reports.

Knowledge of Navajo tradition and culture.

Ability to communicate effectively in both the English and Navajo languages. A favorable background investigation.

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