

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS14911967

DATE POSTED: 05/23/16

POSITION NO: 243790

CLOSING DATE: 06/07/16

POSITION TITLE: Senior Office Specialist (S)

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections - Adult / Tuba City, Arizona

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:

Incumbent will conduct research and responds to general information request compose of comprehensive knowledge of departmental policies and procedures; coordinate fiscal activites with the administration staff and department districts; Retrieve invoices and preparing necessary receiving records, correspondences, staff travel, etc.; conduct and transcribes, types, reviews, edits, finalize and records financial documents such as Purchase Requisitions, Direct Payment request, Travel Authorization, Stationary Supply Orders and receiving reports in a timely manner and submits all required documents, signatures, and approvals including payments. Incumbent will input and update reports, forms, documents; input and verify data in computized systems; scan, maintain and forward electronic and hard copy files; screen and route incoming calls to appropriate staff and take messages; schedule appointments for meetings and ensure travel arrangements, Assists in maintaining ledgers, personnel records, budget data, financial records; may supervise, monitor or coordinate the activities of subordinates; Assist in follow-up and document submittals to ensure expenditiures are within budgets, maintain active and closed files utilizing FMIS for any invoices and payments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

An Associate's Degree in Secretarial Science, Business or related field; and two (2) years of 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, word processing, database, and spreadsheet appliations; 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 maintaing 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.