

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

REQUISITION NO: DOH11410222

DATE POSTED: 06/02/15

POSITION NO: 949509

CLOSING DATE: 06/15/15

POSITION TITLE: Office Specialist (S)

DEPARTMENT NAME / WORKSITE: DOH/Navajo Health Education Program/Tuba City, AZ

WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8 am- 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of Senior Health Educator, performs varied clerical and secretarial duties of average difficulty, such as screening telephone calls and transferring to appropriate personnel, receiving visitors, handle routine requests and questions from the public and logging in/out correspondences. Performs a variety of complex office/clerical support duties related to work unit, which requires a thorough knowledge of complete and specialized functions.

Incumbents apply this specialized functional knowledge to independently analyze and respond to administrative matters within established limits. Design posters/brochures; prepare Quarterly & Annual reports, statistician reports and calculations of the data. Confirm and arrange scheduled meetings with various officials in the schools, community, clinic and worksites. Prepare agendas for scheduled meetings, type minutes, make arrangements for meetings and prepare meeting minutes. General office work utilizing office equipment such as copy machines, printers, fax machines. Prepare and process procurement forms and related purchase requisition for office supplies, including obtaining price quotes, staying within budget limits and obtaining appropriate approval signatures. Monitor and maintain office supplies, inventory equipment and furniture. Make travel arrangements, prepare Travel Authorizations (TA), Training Request Forms (TRF), and Purchase Requisitions (PR) for such travel as needed. Schedule interviews, process new employments forms and schedule orientations, defensive driving course, CPR and First Aid courses. Answer inquiries requiring interpretation of tribal policies, rules and regulations.

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

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures and two (2) years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

**Special Requirements:**

- A favorable background investigation
- A valid state driver's license
- Aid/CPR Certification
- First

***(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 have knowledge of applicable policies, practices, procedures and terminology of assigned functions; knowledge of leadership practices and coordinating activities with others. Must have skills in both verbal and written communication; skill in the operation of a variety of office machine and software; skill in recording and compiling materials for reports. Must be comfortable and able to speak in public and interpret medical terminology and be able to complete assignments requiring comprehensive knowledge/skills in subject matter, organizational activities and operation's Health Education Program. Ability to conduct research on Office Management best-practice and database.

<<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.**