

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE0487844
POSITION NO: 943026
CLASS CODE: 1366

Date Posted: 06/03/13
Closing Date: 06/14/13

POSITION TITLE OFFICE SPECIALIST

DEPARTMENT NAME: Office of Navajo Nation Scholarship and Financial Assistance/Shiprock Agency

DEPARTMENT NO: 48 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Mon - Fri Permanent: SALARY:

Hours: 8am-5pm Temporary: Duration: \$ 22,734.40 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Will input data (large volumes of documents received from students, colleges and universities) into Student Information System (SIS). Documents to be entered are scholarship applications, certificate of Indian blood, financial need analysis, letter of admissions from college/universities, transcripts and other supporting documents applying for financial assistance. Reviews student documents and determines proper place by utilizing codes in Financial Aid Management (FAM), thereafter refer to Financial Aid Counselors for validations of documents. Initiates by identifying and highlighting on computer system proper notification of student status with "courtesy letters". Determines based on daily entries number of students records to be retrieved for further processing. Notifies and orientates professional and clerical staff on procedures of new codes. Assist with maintaining and reporting agency quarterly, semi-annual and annual reports. Will provide reception (customer services) per telephone or in person by greeting clients, provide information on financial aid process referring to ONNSFA scholarship procedures and collect documents, refer or transfer clients or students to staff for proper communication and services provided by ONNSFA or to outside agencies, tribal entities, institutions. Perform clerical duties as required; i.e. ordering office supplies, request for work orders, mail log, staff work/travel schedules and authorizations, prepare time sheet, and maintain office file system. Communicate and work with other agencies staff on agency activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

two (2) years general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted with the employment application).***

PREFERRED: supplemented by two (2) or more years of business college and two years experience in data entry.

Special Knowledge, Skills and Abilities:

Considerable knowledge of data entry procedures, modern office practices and procedures. Knowledge and skills in organizations, regulations, procedures and customer services, operation of office equipment; i.e. typewriter, facsimile, copiers, calculators, personal computers/lap tops and its software. Must have ability to interpret technical oral and written directions relative to computer technology. Knowledge of record keeping and basic accounting, report writing with organizational skills. Must have skills in accurate and rapid operation of data entry. Must be able to work with large volumes of documents. Ability to communicate in English and Navajo. Should have ability to perform data entry with independent judgment in situations that require immediate attention.

License/Certification Requirements:

PREFERRED: Must possess a valid driver's license

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99