THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0798752**	DATE POSTED:	**06/03/14**
POSITION NO:	240009	CLOSING DATE:	**06/16/14**
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	Division of General Services ~ Administration		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y58A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 23,420.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.26	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Division Director, performs a variety of repetitive duties of moderate difficulty. Responsible to receive, date stamp, log-in and distribute daily mail to appropriate staff for direct handling; Photocopy and distribution of updates and informational memorandum to departments and programs within the Division; Assures proper routing or hand-carry of documents and outgoing mail to respective individuals at departments, programs or business contact destinations; Receives and sends facsimile and electronic transmission mail for Division staff and distributes to appropriate staff for information action initiation. Responsible for upkeep and maintenance of office equipment and routine corrective action to ensure maximum operation; Order of supplies, equipment and operational items by obtaining quotes and final initiation of procurement documents. May be required to conduct inventory of equipment and supplies for department reporting purposes. May type, edit and proofread memorandums, reports, forms and letters. Assist in ensuring the Division office is managed in a effective, efficient and professional manner by answering telephone inquiries, greeting visitors, making referrals to appropriate staff, departments/programs or sources for assistance. May assist in maintenance upkeep of pertinent files/documents. Assists during annual budget preparation by organizing binders. Assists in coordination of meetings, travel, and other Division human relations activities and functions. Will assist and fill in during absence of Administrative Assistant for the Division. Assigned duties/responsibilities may be subject to change as goals and objectives dictate.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

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

Special Requirements:

- Must 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 possess an above average skill in Business Math and Accounting; and English composition, grammar, punctuation and spelling.
* Knowledge of clerical/office support practices and procedures.
* * Knowledge of various computer software, word processing, database and spreadsheet applications.
* Knowledge in letter and report writing composition and preparing clear and comprehensive reports.
* Skill in maintaining electronic and/or hard copy filing and records management systems.
* Skill in the operation of basic office equipment and basic office machines.
* Ability to comprehend and follow oral and written instructions.
* Ability to establish and maintain cooperative working relationships with superiors, co-workers, elected officials and the general public.
* Ability to travel, work overtime and/or weekends and to work under stressful deadline and time restrictions.

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