THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14912022**	DATE POSTED:	06/13/16
POSITION NO:	243737	CLOSING DATE:	06/24/16
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**DPS / Department of Corrections - Adult / Kayenta, Arizona**		
WORK DAYS:	Mon-Fri	GRADE/STEP:	AB58
WORK HOURS:	8AM - 5PM	$ 24,128.00	PER ANNUM
		$ 11.60	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐ DURATION :
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Perform duties involving answering and transfer telephone calls, take message, provides public information; Conducts mail pickup and sends; Stamp incoming documents and forwarded to appropriate recipient; draft memorandums and other correspondences for his / her supervisor; maintain records of encumbrances, records of department expenditures; will greet and direct visitors; conduct researches and responds to general information requests, inputs, logs and verifies data and incoming documents in a computerized system; prepares and ensure documents are complete and accurate; prepares reports, chartws, graphs and conduct follow up as necessary; Schedule, plan and coordinate meetings with staff, districts and other clients; Research and compile reports, data and statistical information; Complete travel arrangements including flights and lodging, etc.; maintain high degree of confidentality in completing all assigned tasks; Attend department meetings;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

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; method of basic clerical/ office support, variety of computer software including Microsoft Office programs, preparing a variety of records, reports, correspondences; maintain electronic and/ or hard copy filing/ records systems; Operate office equipment, prepare clear and comprehensive reports/ documents; In maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions,

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