

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00412007

DATE POSTED: 06/13/16

POSITION NO: 242038

CLOSING DATE: 06/24/16

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Gaming Regulatory Office, Administration, Window Rock AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8:00am - 5:00pm</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:

Incumbent will provide a full range of clerical support and duties in the administration of the Navajo Gaming Regulatory Office of moderate difficulty within established limits. Works closely with the Administrative Assistant and the NGRO Administration department on accomplishing specific goals and objectives. Arranges and organizes meetings, schedules NGRO interviews, and organizes and files referrals. Provides clerical assistance in processing, organizing, and maintaining NGRO employee files, and completing NNDPM forms such as PAFs and processing personnel. Assists in updating administration evaluation spreadsheets. Assists with NGRO travel authorizations by working with NGRO staff and managers. Prepares Navajo Nation financial documents such as Purchase Requisition forms, Request for Direct Payment form, Interdepartmental Charge form, Back Pay form within limits. Maintains Authorized Driver's List and provides updates to fleet. May fill internal supply order requests, and assist in procuring supplies and equipment. Works with other Navajo Nation offices in accomplishing NGRO administration goals and objectives, such as signing up NGRO staff for Defensive Driving, processing 164 documents, processing PAFs for clearance signatures, and obtaining supplies from the NN Supply Center. Maintains electronic and/or hard copy files, prepares photocopies and facsimiles, tracks and maintains records and status of processes used in department. Will work in processing counterfeit money following internal procedures. Provides support, assistance and NGRO and Navajo Nation procedures to NGRO front line employees. Provides clerical assistance with processing NGRO timesheets and Holiday/OT forms as needed. Will work on special projects, under the direction of the Administrative Assistant. Will provide back up assistance to answer NGRO main telephone line and may greet guests, which include screening and routing calls and providing NGRO program information. May assist with NGRO administration errands and duties in support of NGRO, and other duties as assigned.

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 procedures or related experience.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.

(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 basic clerical/office support practices and procedures. Skill in operating office equipment. Skill in following oral and written instructions. Skill in basic math, and accounting principles. Skill in English composition, grammar, and punctuation. Skill in establishing and maintaining effective working relationships. Skill in maintaining electronic and/or hard copy filing/records systems.

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