

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>EPA01510309</u>	DATE POSTED:	<u>06/15/15</u>
POSITION NO:	<u>941193</u>	CLOSING DATE:	<u>06/26/15</u>
POSITION TITLE:	<u>Sr. Office Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>EPA/Waste Regulatory Compliance Department - Superfund Program/St. Michaels, AZ</u>		
WORK DAYS:	<u>Mon.-Fri. (weekend occas.)</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	_____
		DURATION :	_____
		GRADE/STEP:	<u>AB60A</u>
		\$	<u>28,600.00</u> PER ANNUM
		\$	<u>13.75</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Creates letters and memorandums for routine program administrative tasks; Types and edits letters, memorandums, reports, forms, and documents; Utilizes personal computer to enter data on spreadsheets, letters, memorandums, reports, forms and verifies correct entries, including auto calculations; With knowledge of the programs' guidance and procedures, responds to inquiries of the program in person or by phone, takes messages, and directs technical inquiries to appropriate technical employee; Maintains hardcopy and electronic files, and the logging of incoming and outgoing documents; Controls these documents to ensure program responses are not forgotten, and works with staff to find responses to inquiries; Works with staff to schedule meetings and appointments; Makes travel arrangements for staff and completes proper travel documents; Monitors the expenditures and provides status reports on the budgets, and performs budget revision documents based on project changes that affect program needs; Processes employee timesheets, Personnel Action Forms, forms, and documents to ensure payments are timely for staff and to meet annual OSHA certifications; Confidentially maintains employee related documents and budgets; Maintains all budget and financial documents ensuring they are compliant with Terms and Conditions; Coordinates, schedules, and tracks administrative program functions; Reports on meetings attended and informs employees of administrative changes; Monitors and orders program non-capital assets, office, and operating supplies; Makes photocopies; Coordinates activities with administrative staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

Preferred Qualifications:

- Two (2) years of general administrative experience including customer service.
- FMIS certification.
- Proficient in Microsoft Office software and other computer applications.

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 principles, practices, and techniques related to work assignments; Knowledge of administrative support procedures for clerical office tasks such as maintaining accurate records, filing system, and effective working relationships with staff and the public; Knowledge of computer software, word processing, database types, and spreadsheet applications; Skill in English composition, grammar, and punctuation; Skill in mathematical and algebraic formulas for spreadsheet applications; Skill in following instruction; Skill in organizing work efficiently and exercising independent judgement for appropriate decisions concerning work methods; Skill in development of and presentation of applicable administrative reports; Skill in public relations techniques in response to inquiries, requests, and complaints; Skill in office coordination with professional and technical disciplines, public or government organizations including the Navajo Nation, state, local or private entities.

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