THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0947917**	Date Posted:	**07/01/13**
POSITION NO:	946746	Closing Date:	**07/15/13**
CLASS CODE:	1366		
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME:	Division of Natural Resources - Navajo AML Reclamation / UMTRA Department		
DEPARTMENT NO:	94	WORKSITE LOCATION:	Window Rock, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Mon - Fri	Permanent:	☑
Hours:	8:00 am - 5:00 pm	Temporary:	☐
		Part-Time:	☐

GRADE: **R58A**

SALARY:

Duration: _____ $ **22,734.40** Per Annum

No. of Hrs/Wk.: 40 $ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:

Work under the general supervision of the Programs & Projects Specialist to provide office and clerical support services to the entire Navajo AML Reclamation / UMTRA Department. General duties will include: compose, edit & review correspondences, reports, forms, records, etc.; maintain an organized records management system of Public Facility Projects including a tracking system of financial & non-financial documents; prepare & process financial documents (Receiving Records, ICR, TA, PR, SSO, etc.); prepare and process employee and office forms when necessary; make travel and lodging arrangements; assist with maintaining the Office of Surface Mining NTTP and TIPS training schedules to include coordinate schedules, compile need surveys, handle space allocations & submit nominations; perform basic accounting and bookkeeping duties including working with the Navajo Nation FMIS and P-Card systems; arrange & schedule meetings; transcribe minutes of meetings; answer telephone calls, greet & direct visitors as appropriate, respond to questions and provide general information on the department; handle mail runs, errands and relays to field offices when needed; send, receive, record and distribute department mail; and perform other duties as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED supplemented by courses in general office procedures; and

Experience:

Two (2) years of general office or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical, secretarial and office support practices and procedures; Navajo Nation FMIS system, Navajo Nation P-Card system, computer software; word processing; and database/spreadsheet applications.

License/Certification Requirements:

Applicant must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

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***