

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS1493796

Date Posted: 07/05/11

POSITION NO: 241608

Closing Date: 07/29/11

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Tuba City, Az

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R600A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Manage the office setting by coordinating schedules and tracks progress of specialized work projects or departmental functions. Receive, log, and distribute incoming/outgoing mail. Make photocopies, transcribe minutes in meetings, and monitor and order office supplies. May supervise, monitor or coordinate the activities of subordinates. Research and respond to requests from general information requiring comprehensive knowledge of department policies and procedures. Assist in the preparation of specialized reports requiring collection of information from various sources. Compose, type and edit correspondences, reports, forms, and documents. Enter and verify data in computerized system. Maintain an electronic and hard copy filing system. Maintain and control records of information received, assigned, or dispersed. Answer telephone calls, routes calls to appropriate staff and take messages. Schedules appointments and meeting.

Participate in the preparation of program budget, monitor expenditures and compiles status reports. Process employee and office forms and documents. Maintain documents such as ledgers, personnel records, budget data and financial records, ensure adherence to applicable policies and procedures, and monitors/checks for accuracy of all documentation. Make travel arrangements, complete appropriate travel documents and reports. Develop training plans/schedules, ensure subordinate compliance with training requirements, conduct training as required, and arrange for subordinates to attend job related training. Maintain a record of department issued equipment, inspect and ensure all equipment are in good working condition, schedule maintenance service and repair are required, and ensure accountability of all equipment issued.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Secretarial Science, Business or related field; and

**Experience:**

Three (3) years responsible office experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic office procedures; of computer software and entering of statistical information; of word processing, database, and spreadsheet applications; in presenting information in report format with graphs; and in assisting with a variety of clerical functions. Skill in organizing work efficiently; in following oral and written instructions; and in establishing and maintaining professional working relationship with co-workers and those associated with the department and division.

**License/Certification Requirements:**

A Valid State Driver's License ***(Preferred)***.

**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*