THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OOC02812198**	DATE POSTED:	07/11/16
POSITION NO:	243811	CLOSING DATE:	07/22/16
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME / WORKSITE:	Office of the Controller - Investment Section, Window Rock, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Clerical assignments from Investment Manager and Investment Section. Coordinate all administrative duties with the department manager and provide the necessary assistance to maintain proper operation of the departments. Proofread documents before they are finalized. Include correcting, spelling and grammar, and ensuring that letter and reports are accurate before sending to Investment Manager. Route office work such as receive, sort and distribute outgoing and incoming mail. Answering phone calls and taking messages for the Investment Section. Set up files for correspondence. Faxing and copying investment documents. Update balance sheet and income statements for various trust fund accounts on a quarterly basis for the Investment Committee. Enter monthly combined allocation from Northern Trust allocation schedule-market value onto Excel spreadsheets. Verify quarterly invoices from Investment Managers, perform breakdown fee calculation, prepare documents for authorization and payments. Review, monitor, and enter daily data to Market value for Navcon and Defined Benefits portfolio to Excel spreadsheet. Assist the Principal Accountant and Senior Accountant with other investment project assign by the Controller.

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) year of general office or related experience.

Special Requirements:

- Possess a valid driver's license.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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 Requirements:

Knowledge of applicable policies, practices and procedures related to work assignment.
Knowledge of basic clerical/office support practices and procedures.
Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.
Skill in preparing a variety of records, reports, correspondence using standard computer software.
Skill in maintaining electronic and/or hard copy filing/records system.
Skill in operating office equipment, including computer programs.
Skill in following oral and written instructions.
Skill in English composition, grammar, and punctuation.

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