

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04712231

DATE POSTED: 07/18/16

POSITION NO: 241994

CLOSING DATE: 07/29/16

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DPS/EMERGENCY MEDICAL SERVICE - TORREON, NEW MEXICO

WORK DAYS: MON - FRI REGULAR FULL TIME: GRADE/STEP: AB58A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 11.60 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Screen and distribute all incoming telephone calls, receive visitors and log in all incoming correspondence and/or reference material route to appropriate staff. Handle all files, typing, travel arrangement, minute taking and reports as requested for , prepare data quarterly and annually. Prepare material for meeting agenda, take and type minutes from meetings, conferences and distribute upon request or directed. Type and take transcribe dictation, compose correspondence in accordance with instructions or using independent judgment, must have knowledge of the office procedures and policies, answer inquiries or interpretation of the Navajo Nation Personnel Policies Manual, Travel Policies and Department Rules and Regulations Manual. Develop and maintain a filing system which includes confidential documents for all personnel, training/travel information. Schedule appointments, arrange and confirm meetings with various officials and entities. Prepare or supervise the preparation of reports on records of office activities, personnel equipment, procurement, timekeeping, budget and related activities, may supervise and assist in the work of clerical employees (Office Assistant).

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 or related experience.

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:

Must have good communication skills with the public and other employees, good in language, grammar and arithmetic. Must be diligent, resourceful, tactful, have good judgment skills, be independent and be trustworthy. Must possess a valid state driver's license. Within 90 days of employment must obtain a Cardiopulmonary Resuscitation (CPR) Health Care Provider certificate, a Navajo Nation Vehicle Operator's Permit.

<<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 applicants expense)

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