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

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| REQUISITION NO: | DNR09410542 | DATE POSTED: | 07/27/15 |
| POSITION NO: | 946746 | CLOSING DATE: | 08/07/15 |
| POSITION TITLE: | Office Specialist | | |
| DEPARTMENT NAME / WORKSITE: | Division of Natural Resources - Navajo AML Reclamation / UMTRA Department / Window Rock,AZ | | |

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| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB58A |
| WORK HOURS: | 8:00 am - 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 24,128.00 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 11.60 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**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: composes, 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, Purchase Requisition, Interdepartmental Charge Requisition, Travel Authorization, Stationery Supply Order, 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 coordinated 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; screen telephone calls, route calls and takes messages, 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, 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 relatec experience.

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification

**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 basis 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.

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