THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0568026**	Date Posted:	**07/29/13**
POSITION NO:	931076	Closing Date:	**08/09/13**
CLASS CODE:	1366		
POSITION TITLE:	**Office Specialist**		
DEPARTMENT NAME:	Division of Social Services / Executive Administration		
DEPARTMENT NO:	56	WORKSITE LOCATION:	Window Rock, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Mon - Fri	Permanent:	☑
Hours:	8:00am -5:00pm	Temporary:	☐
		Part-Time:	☐

GRADE: R58A
SALARY:
Duration: _____ $ 22,734.40 Per Annum
No. of Hrs/Wk: _____ $ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, perform a variety of office support work of moderate difficulty performing a full range on clerical assignments and resolving problems that are of a non-technical nature; applies specialized functional knowledge to independently analyze and respond to matters within established limits; performs related work as assigned. Screens telephone call, routes calls, and takes messages, greets and directs visitors as appropriate; responds to routine questions from the public; provides public with specifics such as program information; type and edits correspondence, reports , records, and forms; enters and verifies data in computerized system and prepares reports from provided data; complies reports. Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, date stamps, logs in , sorts and distributes incoming and outgoing mail. Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies; maintains electronic and/or hard copy files; prepares photocopies or facsimiles; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures;

Experience:

Two (2) years 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 applicable policies, practices and procedures related to work assignment; knowledge of a variety of records, reports, correspondence using standard computer software; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in establishing and maintain effective working relationships.

License/Certification Requirements:

Applicant must possess a Valid State Drivers License and within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. ***Position requires a background and suitability assessment prior to 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***