

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

REQUISITION NO: DOE0482208

Date Posted: 08/02/10

POSITION NO: 940766

Closing Date: 08/16/10

CLASS CODE: 1365

POSITION TITLE: SENIOR OFFICE SPECIALIST

DEPARTMENT NAME: Office of Navajo Nation Scholarship/Financial Assistance

DEPARTMENT NO: 48 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N600A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Serves as administrative support and technical assistance to the program director for the benefit of five (5) ONNSFA Agencies by maintaining all records, processing approval and payment for purchasing goods and services, processes all personnel transactions documents, prepares all off and on the Navajo Nation travel authorizations and reports, serve as the principal timekeeper, distribute payroll, monitor property and operation supplies and inventory, obtain quotes and process acquisition of operation supplies, as well as process equipment for disposal, oversees the GSA six(6) vehicles maintenance and mileage and lease payments. Works with the Senior Accountant to ensure sufficient funds are available in accounts to cover all invoices for services such as Postage Meters, Copiers, Fax Machines, Empower database, [www.onnsfa.org](http://www.onnsfa.org) website, storage spaces for all agencies are paid. Verify and maintain annual employee performance evaluations. Assist the program manager with issuance of meeting notices, agendas, sign-in sheets and preparation of minutes for all staff meetings, monitors the operation budget as well as assist in the preparation of the ONNSFA operation budget.

Assist program manager with routine clerical duties. Provide technical assistance in verifying the job vacancies and issuance of the Job Vacancy Announcement to the DPM. Maintain professional interpersonal relationship with co-workers, superiors, guests, and visitors of ONNSFA. Communicate and work with other agencies staff on agency activities. Perform clerical duties as required.

**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 transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable policies and procedures related to work assignment; of clerical/office support practices and procedures; and of a variety of computer software, word processing, database, and spreadsheet applications. Performing a variety of clerical functions at a technical or secretarial support level in an office.

**License/Certification Requirements:**

PREFERRED: Valid State Driver's License

**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*