

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS07912313

DATE POSTED: 08/08/16

POSITION NO: 240009

CLOSING DATE: 08/22/16

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Division of General Services-Administration / Admin. Bldg. No. One, Window Rock, AZ

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:

Under general supervision of the Division Director and Division administrative staff, performs a variety of duties of moderate difficulty. Responsible to receive and log-in daily mail correspondence by date stamping, recording, scanning and proper distribution to staff for handling. Responsible to photocopy and distribute updates, informational memorandums within the Division; Receives and sends either by electronic mail or facsimile transmissions and assures proper routing or direct hand delivery of documents to respective departments, programs or business contact destinations. Responsible for the upkeep and maintenance of department office equipment, supplies, equipment and supplies inventory listing, and routine corrective action to ensure maximum operation. Assists in the order of supplies, equipment and operating items by obtaining quotes and the disposition of final procurement documents i.e. SSO's, ICR's, RDP's, PR's, TA's, etc. Composes, types, edits and ensures the proofread of basic reports, memorandums, correspondences, forms and financial documents for finalization. Will be at times assigned special projects, events and requests as directed by the Division Director and the administrative level staff. Assists in ensuring the Division office is managed in an efficient, effective and professional manner by answering telephone inquiries, greeting visitors and making appropriate referrals to the responsible staff for direct services or assistance. Assists in maintenance and upkeep of pertinent files and documents and in the final retention and disposition of records. Assists in the annual budget preparations for materials to be presented to various Oversight Committees of the Navajo Nation Council. Assists in coordination of meetings, travel and other miscellaneous human relation activities and functions for the Division. In the absence of the Administrative Assistant duties and responsibilities will be inclusive and in conjunction with maintaining continuity of services.

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 possess an above average skill in Math and English composition, grammar, punctuation and spelling; skilled in principles of letter and report writing composition, accounting and procurement procedures, records/file management and skilled in modern office practices. Must have an complete understanding and knowledge of the Navajo Nation government and in computer software applications. Must possess the ability to comprehend and follow oral and written instructions, ability to type a minimum of 45 wpm and operate basic office equipment; ability to work under stressful deadline and time restrictions and able to travel, work overtime and/or weekends if required. Must be able to demonstrate at all times, professionalism and courtesy in providing customer service and promote diplomacy and tact to establish and maintain cooperative working relationships with superiors, co-workers, elected officials and the general public. Must possess FMIS certificate of completion

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