

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0356901

Date Posted: 08/13/12

POSITION NO: 940362

Closing Date: 08/27/12

CLASS CODE: 1365

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME: Navajo Food Distribution Program

DEPARTMENT NO: 35 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R60A

Days: M-F

Permanent:

SALARY: _____

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs./Wk.: _____ \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Researches and responds to request for general information requiring comprehensive knowledge of department policies and procedures, assists in the preparation of specialized reports requiring collection of information from various sources; composes, types and edits correspondences, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains control records of information received, assigned or dispersed; answers telephone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel arrangements; completes appropriate travel documents and reports.

Participates in the preparation of program budget, monitors expenditures and compiles status reports; processes employee and office forms and documents; maintains documents such as ledgers, personnel records, budget data and financial records, ensures adherences to applicable policies and procedures and monitors/checks for accuracy; coordinates, schedules and tracks progress of specialized work project or department functions; receives, logs and distributes incoming/outgoing mail; makes photocopies; transcribes minutes of meeting; monitors and orders office supplies; may supervise, monitor or coordinate the activities of subordinates.

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, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of application policies, practices and procedures related to work assignment; knowledge of clerical/office support practices and procedures; Knowledge of a variety of computer software, word processing, database and spreadsheet applications. Skills in performing a variety of clerical functions at a technical or secretarial support level in an office. Skill in organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods. Skill in maintaining filing and records systems; operating office equipment, including computer and standard office computer programs. Ability to follow oral and written instruction; English composition, grammar and punctuation and establishing and maintaining effective working relationship with others.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, ***preferred***.

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