

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0724005

Date Posted: 0816/11

POSITION NO: 943938

Closing Date: 08/29/11

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday - Friday Permanent: SALARY:

Hours: 80 hrs. Temporary: Duration: \$ 22,734.40 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Screens telephone calls, routes calls, and takes messages, greets and directs visitors as appropriate; responds to routine questions from the public; directs people to appropriate sources; provides public with specifics such as program information; researches and responds to requests for general information; composes, types, and edits correspondence, reports, records, and forms; enters and verifies data in a computerized system and prepares reports from provided data; compiles reports; identifies sources and extracts necessary information; performs specialized calculations.

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; reviews reports, records, accounts or other documents for completeness, accuracy and conformity within established procedures; 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; transcribes minutes of meetings.

Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, order and maintains office supplies, inventory and equipment; may receive money, prepare receipts of payment and log in money received on financial documents; may coordinate the work of others and train new employees.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

****To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.****

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. Some positions may require specific licenses or certifications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of basic clerical/office support practices and procedures; knowledge of a variety of computer software, work processing, database, and spreadsheet applications.

Skill in preparing a variety of records, reports, correspondence using standard computer software; skill in maintaining electronic and/or hard copy filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English composition, grammar, and punctuation; skill in basic math, cash receipting and accounting principles; skill in establishing and maintaining effective working relationships; skill in preparing clear and comprehensive reports.

License/Certification Requirements:

Possess a valid state driver's license (**PREFERRED**)

****Will be Subject to a Fingerprint Clearance and Background Check.****

VETERANS' PREFERENCE APPLIES

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