

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

REQUISITION NO: DOH15212359

DATE POSTED: 08/16/16

POSITION NO: 947668

CLOSING DATE: 08/29/16

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME / WORKSITE: DOH/KAYENTA PUBLIC HEALTH NURSING PROGRAM/ INSCRIPTION HOUSE, 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:**

Greets visitors and refers them to appropriate staff/resources, screen calls, route calls and take messages for departments/employees. Log in, date stamp incoming /outgoing referrals. Receive, date stamp and distribute incoming/outgoing mail. Responds to routine questions from the general public. Provides program information to the public, researches and responds to requests for general information. Composes, types and edits correspondence, reports, records and forms for the program. Enters and verifies data, prepares reports from data provided, compiles reports, identifies sources, extracts necessary information and performs calculations. Arranges meetings, conferences, schedules appointments and interviews. Prepares travel authorization, make reservations, prepare travel expense for program staff, tracks and maintains record and status of processes used in department. Reviews established procedures, maintains electronic and/or hard copy files; prepares photocopies of facsimiles; processes employee and office forms/templates, follows up on documents/orders/item processes as needed; transcribes minutes in meetings. Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures, monitors, orders and maintains office supplies, inventory and equipment. Receive revenues, log in and prepare receipt of payment on financial documents. Coordinate the work of others, train new employees and other assigned duties by Supervisor.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by courses in general office procedures; and two (2) years general office or related experience.

**Special Requirements:**

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*
- Valid state driver's license.

Bilingual in English and Navajo.

***(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:**

Knowledge of basic clerical/office support practices, procedures, computer software, database and spreadsheet applications. Skilled in preparing records, reports, correspondence using standard computer software, maintaining electronic and/or hard copy filing/records systems. Follow oral and written instructions. Comprehend English composition, grammar, punctuation, basic mathematics and the ability to prepare clear comprehensive reports. Must establish and maintain effective working relationships.

<<A favorable background investigation is required>>

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