THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DCD1399113**	DATE POSTED:	**08/20/14**
POSITION NO:	**243194**	CLOSING DATE:	**09/03/14**
POSITION TITLE:	**SENIOR OFFICE SPECIALIST**		
DEPARTMENT NAME / WORKSITE:	**DIVISION OF COMMUNITY DEVELOPMENT, ADMINISTRATIVE SERVICE CENTER, WINDOW ROCK, AZ**		

WORK DAYS:	MONDAY-FRIDAY	REGULAR FULL TIME:	☑		GRADE/STEP:	Y60A
WORK HOURS:	8:00AM - 5:00 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 27,768.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.35	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Administrative Support - Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; depending upon the need, may be required to use web conferencing to provide technical assistance to chapters; schedules and coordinates meetings, hearings, events, interviews, appointments and/or other Similar activities, including coordinating travel and lodging arrangements; provides support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow up on operational commitments; coordinates and monitors defined projects and activities.

Administrative Duties - prepares master time sheets, reports, correspondence or other documents for supervisor's review/signature; receive and log incoming/outgoing documents, refers to appropriate staff/programs/departments; reviews and checks documents, records, and forms for accuracy and completeness; establishes and maintains manual/automated filing systems; assists in administrative problem solving, coordinating ASC events, development and execution of ASC goals and objectives; prepares PAF for personnel action of hiring/termination and JVA for hiring; serves as liaison between the DCD/ACS and other internal and external entities; participates in preparation of annual departmental budget, budget transfers; prepares purchase requisitions, RDP, ICR, SSO and payment of invoices using the Navajo Nation procurement policies; prepares and reconciles monthly travel authorization and purchase card reports; maintains tribal vehicle log and schedules vehicle service; collects and compiles statistical, financial and other information for special or periodic reports.

Outreach - prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides information to others requiring in-depth knowledge of work unit/department, programs and operations or others requiring interpretation of policies and procedures, rules and regulations receives and evaluates complaints.

Other - attend meetings (planning/regular chapter meetings, legislative oversight, agency council, district, and departmental meetings) on behalf of the Department Manager II; relays mail when needed, record meeting notes.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

An • Associate's degree in Secretarial Science, Business, or related field; and two (2) years responsible office experience.

Preferred Qualifications:

• Two (2) years of general administrative experience including customer service. • FMIS certification. • Proficient in Microsoft Office software and other computer applications.

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 demonstrate fluency in Navajo and English language.

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