

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

REQUISITION NO: DED0149107

DATE POSTED: 08/18/14

POSITION NO: 200983

CLOSING DATE: 08/29/14

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Business Regulatory Department/DED, St. Michaels, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: Y58A

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 23,420.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.26 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Receives phone calls, takes messages for staff, greets and directs visitors as appropriate; provide technical assistance to clients, departments and general public, Businesses, other governmental agencies, programs, divisions , on Navajo Business Opportunity Act, Corporation Act, Corporation registrations; Source List update; directs people to appropriate sources; provides public with specifics such as program information; Receive, Log in/out, evaluate and verify all 164, Contracts, distribute 164 to appropriate Sr. Economic Development Specialist for processing and approval by Department Manager. Ensure proper signing of documents, scan copy for department records and ensure other related/applicable in-house guidelines and clerical requirements are applied to ensure proper tracking of documents are accomplished. Contact departments/division to pick-up 164/documents; composes, types and edits correspondence, reports, records and forms; enters and verifies data in a computerized system; Receives, date stamps, logs in/out department mail/correspondence, all contracts for Navajo Business Opportunity Act clearance and distribute to appropriate staff for review; reviews reports, records, contracts 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; Compile data from Sr. Economic Development Specialist, Weights & Measures Staff, And Program and Project Specialist. Prepares work

**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

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft office software or other computer applications.
- FMIS Certification.

**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:**

Knowledge of applicable policies, practices, and procedures related to work assignment. Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in filing and records systems; organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods. Preferred but not required applicant skilled in communicating in both English and Navajo languages.

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