THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04410658	DATE POSTED:	08/24/15
POSITION NO:	940508	CLOSING DATE:	09/04/15
POSITION TITLE:	Office Specialist		
DEPARTMENT NAME / WORKSITE:	Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑			GRADE/STEP:	AB58A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 11.60	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of office support work of moderate difficulty performing a full range on clerical assignments and resolving problems that are of a non-technical nature; applies specialized functional knowledge to independently analyze and respond to matters within established limits; performs related work as assigned. 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 edit 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 for 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 to 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; 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, 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, practice and procedures related to work assignments, knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, word 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.

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