

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01212485 DATE POSTED: 09/12/16
POSITION NO: 206970 CLOSING DATE: 09/23/16
POSITION TITLE: SENIOR OFFICE SPECIALIST
DEPARTMENT NAME / WORKSITE: DNR/Minerals Department / Window Rock, Arizona
WORK DAYS: Mon. Fri. REGULAR FULL TIME: GRADE/STEP: AB60A
WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 13.75 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Researches and responds to general information requiring comprehensive knowledge of department policies and procedures; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains records of information, answers telephone calls and routes calls to appropriate staff, takes messages, schedules appointments and meetings; makes travel arrangements and prepares necessary and appropriate travel documents and reports. Assists with the preparation of yearly program budget; monitors expenditures of program budget and compiles status reports. Maintains files and ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures; coordinates, schedules and tracks progress of specialized projects; receives, logs and distributes incoming/outgoing mail; monitors and orders office supplies. Communicates regularly with Navajo Nation, Private Sector and Federal Government employees.

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.

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 be able to use personal computer Microsoft Windows software and have data entry knowledge. Must have effective communication skills.

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