

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0622447

Date Posted: 09/27/10

POSITION NO: 209833

Closing Date: 10/08/10

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Department of Agriculture/Veterinary & Livestock Program

DEPARTMENT NO: 62 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N580A

Days: M - F Permanent: SALARY: _____

Hours: 8am - 5pm Temporary: Duration: Full - time \$ 21,944.00 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Greets veterinary clients & performs a variety of office support work for NNVLP staff. Performs 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.

Tasks: 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 edits correspondence,

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QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

Two (2) years general office or related experience; or an equivalent combination of education, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment. 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 correspondences 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.

License/Certification Requirements:

Certifications in MS software (Excel, Word etc...)

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99