

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

|                             |  |                    |   |
|-----------------------------|--|--------------------|---|
| REQUISITION NO:             | <u>DPS02110799</u>   | DATE POSTED:       | <u>09/28/15</u>   |
| POSITION NO:                | <u>210228</u>  | CLOSING DATE:      | <u>10/09/15</u>   |
| POSITION TITLE:             | <u>Senior Office Specialist</u>  |                    |   |
| DEPARTMENT NAME / WORKSITE: | <u>DPS / Navajo Police Department - Administration / Window Rock, AZ</u> |                    |   |
| WORK DAYS:                  | <u>Monday-Friday</u>   | REGULAR FULL TIME: | <input checked="" type="checkbox"/> GRADE/STEP: <u>AB60A</u>                  |
| WORK HOURS:                 | <u>8:00 a.m. - 5:00 p.m.</u>   | PART TIME:         | <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>28,600.00</u> PER ANNUM |
|                             |  | SEASONAL:          | <input type="checkbox"/> DURATION : _____ \$ <u>13.75</u> PER HOUR            |
|                             |  | TEMPORARY:         | <input type="checkbox"/> _____  |

**DUTIES AND RESPONSIBILITIES:**

Responsible for the maintenance of employee files by creating folders for all new hires, filing documents related to personnel records, i.e. personnel action forms, employment applications, certificates, performance appraisals, etc. ensuring that all confidential information remains secure and purging all inactive files; scans personnel records and/or documents by ensuring the document quality, i.e. legibility, paper quality, document type and size; works with central records management staff to archive inactive employee files; routinely monitors files for completeness in accordance with applicable laws; conducts written and/or verbal employment verifications in accordance with applicable policies and procedures.

Works with employees who wish to examine personnel files for background investigation. Releasing information from an employee's personnel records upon written authorization from employee; uses discretionary judgment when requested to disclose confidential personnel information on employees; may assist in the review and log in of employment applications, personnel action forms, performance appraisals, and related documents; may assist in special assignments and/or research related to personnel involving data collection and preparation of various documents. Provide office management duties pertaining to receiving and screening incoming telephone calls and routing to appropriate staff and/or take messages. Greets the public, staff and co-workers and provide assistance to various inquires. Compose, type, and edit memorandums, correspondences, reports, and various forms. Receives, date stamp, logs in and distributes all incoming/outgoing mail. Schedules appointments for staff. Files and maintains a filing system for personnel, correspondences and other files as required. Prepares photocopies or facsimiles; processes, track and maintains records and status of office forms. Prepares, obtain appropriate signature.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Preferred Qualifications:**

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

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation is required.

***(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; of basic clerical/office support practices and procedures; and a variety of computer software, word processing, data base, and spreadsheet application. Skill in preparing a variety of records, reports, correspondences using standard computer software; in maintain electronic and/or hard copy filing/records system; in operating office equipment, including computer programs; in following oral and written instructions; in English composition, grammar, and punctuation; in establishing and maintain effective working relationships; and 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.**