

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

REQUISITION NO: DNR0869310

DATE POSTED: 09/29/14

POSITION NO: 208885

CLOSING DATE: 10/10/14

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DNR/Navajo Nation Archaeology Department/Window Rock, AZ

WORK DAYS: Monday-Friday 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:**

Duties and responsibilities will consist of answering and screening telephone calls, greeting clients, assisting and referring clients to appropriate sources, receiving payments and providing clients with detailed information regarding steps in obtaining a cultural resource inventory and compliance form. Compiling correspondence related to financial activities to assist administrative staff in processing financial payments. Compiling timesheets and distribution of payroll checks; maintaining financial records, cultural resources inventory reports, compliance forms and other documents. Receiving and distribution of incoming mail, photocopying cultural resources inventory reports and compliance forms and distributing to appropriate review agencies. Ordering office and operating supplies. Also delivering financial documents to Division of Natural Resources, Office of the Controller, etc. for further processing.

**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:**

***Preferred not required: Applicant must be fluent in the Navajo language.***

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