

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

REQUISITION NO: DOT1019293

DATE POSTED: 09/29/14

POSITION NO: 243061

CLOSING DATE: 10/10/14

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Division of Transportation - Executive Office/ Tse Bonito, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: Y58A

WORK HOURS: 8:00 a.m- 5:00 p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 23,420.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.26 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

On behalf of the NDOT Property Section, initiates and prepares necessary documents to purchase office equipment, operating equipment, and other program services for the division. Assist with the purchasing of vehicles and other major purchases. Makes payments to vendors and other utility authorities in a timely manner. Maintains records for all encumbrances and expenditures both electronically and in hard copy files; compiles status reports for reporting purposes. Adheres to all procurement policies and OMB circulars depending on the funding source. Maintains ledgers for payments. Composes property reports for adults ensuring budget information is attached. Works closely with the Navajo office of the Controller sections with the processing of financial documents. Answers and justify purchases when needed. Ensures all necessary supporting documents are attached to PR/POs, Request for Direct Payments, Interdepartmental Credit Requisitions, Stationary Supply Orders (Property Supply Center) and other financial forms/documents. Obtains approval signatures from managers, ensures all signature authorization forms are updated when changed or the beginning of each funding fiscal year. Types travel authorizations for NDOT Executive Staff and serves as PCARD reconciler for managers and executive staff.

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

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college course in general office procedures; and two (2) years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in Business and 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:**

Person hired into this position must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Knowledge of applicable policies, practices and procedures related to work assignment. Knowledge of Basic clerical/office support practices and procedures. Knowledge of computer software, word processing, database, and spreadsheet applications.

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