THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DED01410871**	DATE POSTED:	10/12/15
POSITION NO:	158076	CLOSING DATE:	10/23/15
POSITION TITLE:	Senior Office Specialist		
DEPARTMENT NAME / WORKSITE:	Division of Economic Development / Regional Business Development Office / Tuba City, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs a full range of clerical and technical support work of moderate difficulty requiring independent judgment for the Western Regional Business Development Office; researches and respond to requests for general information requiring comprehensive knowledge of various policies and procedures; types correspondences pertaining to specialized and administrative reports/documents: contracts, legislations, leases, agreements, 164 process, memorandum of understanding, travel authorization, supplies and services procurement, etc.; ascertain nature of business and provide general information or directs to appropriate authority for disposition, as such as, answering and screening telephone calls, greeting visitors (client, tribal official, lessee, etc.), receiving and distributing incoming and outgoing documents, replying to inquiries, etc.; schedule, coordinate, arrange and confirm meetings, hearing, event, interview, appointments, travel and lodging; obtain relevant information from a variety of source to provide summaries on report, resolution, agreement, correspondence, etc.; prepares material for conference, travel, meeting, appointment, etc.; maintain a complex filing system; participate in program budget preparation; monitor expenditure and compile status reports; provide the general, public, and lessee of in-depth knowledge of program function.

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.

Preferred Qualifications:

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

Special Requirements:

- Possess a valid driver 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:

Knowledge of applicable policies, practices, and procedures related to work assignment.
Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.
Skill in filing and records systems; organizing work efficiently and exercising independent judgment in making appropriate decisions concerning work methods.
Skill in preparing a variety 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.