THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0394225** Date Posted: **10/24/11**

POSITION NO: **202136** Closing Date: **11/04/11**

CLASS CODE: **1365**

POSITION TITLE: **SENIOR OFFICE SPECIALIST**

DEPARTMENT NAME: **Department of Navajo Veterans Affairs (DNVA)/Western Navajo Agency**

DEPARTMENT NO: **37** WORKSITE LOCATION: **Tuba City, Arizona**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8am to 5pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R60A**

SALARY:
$ **25,147.20** Per Annum
$ **12.09** Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Veterans Service Officer (VSO), the Senior Office Specialist (SOS) provides the following duties and responsibilities such as: Screens and refers telephone calls, takes messages, greets and directs visitors as appropriate; answers inquiries and directs visitors to proper resources; develops, edits, types and distributes correspondence/reports/minutes and makes follow-ups in a timely manner. Maintains an overall central filing system. Orders, maintains and accounts for office supplies, inventory, equipment and furniture. Handles all travel arrangements including travel documents and reports. Schedules and attends appointments, meetings, conferences and workshops as applicable. Assists the VSO and the Agency Office personnel on correspondence and reports. Arranges meetings, distributes notices, collects and compiles written materials, registrations, minutes, etc. Maintains an updated program funds accountability, financial records and filing systems. Submits the bi-weekly timesheets and submits related personnel action forms. Makes follow-ups on assignments, client requests, and program inquiries. Performs related duties as deemed necessary.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Secretarial Science, Business or related field; and **(to receive full credit for education applicant must submit copies of transcripts, degrees, current certificates, etc.)**

Experience:

Three (3) years responsible office experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Has computer literacy with skills and knowledge of Word, Excel, Access, Powerpoint, etc. and familiarity with the various Navajo Nation Policies and Procedures such as fiscal, personnel, travel, motor vehicle, etc.; and the ability to be fluent in the Navajo and English languages would be helpful.

VETERANS' PREFERENCE APPLIES

License/Certification Requirements:

Applicant must possess a valid State Driver's License and obtain a Navajo Nation Tribal Operator's Permit within 90 days of employment.

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***