THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC06910933	DATE POSTED:	10/26/15
POSITION NO:	203122	CLOSING DATE:	11/06/15
POSITION TITLE:	Office Specialist		
DEPARTMENT NAME / WORKSITE:	Office of the Controller / Credit Services Department / Window Rock, AZ		
WORK DAYS:	Mon - Fri	GRADE/STEP:	AB58A
WORK HOURS:	8:00 am - 5:00 pm		

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐
DURATION :

$ 24,128.00 PER ANNUM
$ 11.60 PER HOUR

DUTIES AND RESPONSIBILITIES:

Provides secretarial support to the Administration, Lending, Collection and Accounting sections of the department; answers telephone calls, routes and/or takes messages; provides customer service to the general public inquiring on loan program filing requirements, loan payments, and refers to appropriate staff for assistance; responds to routine inquiries that require judgment in determining the information that may be released; composes and types routine correspondence, reports, labels and forms; maintains electronic and/or hardcopy filing system including set up, purge and update; records incoming loan payments and delivers to Cashier's Office for receipting purposes.

Receives, logs and tracks incoming loan applications for the Personal and Home Loan Program ensuring all required documentations are attached, and refers loan applications to the Loan Officers; prepares memorandum to request business procurement clearances for incoming loan applications and distributes to the appropriate offices; assists with composition of loan folders for approved loans and schedules appointments for loan closing.

Arranges meetings and conferences; makes travel and lodging arrangements; receives, logs, and distributes incoming and outgoing mail; receives PAFs for clearances; tracks and maintains data for quarterly reports; prepares procurement documents within established limits and procedures; obtains proper approval signatures; orders office supplies and equipment and maintains sufficient inventory; may coordinate the work of others and train new employees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma or GED supplemented by college courses in general office procedures, and two (2) years of general office or related experience.

Preferred Qualifications:

- Associate degree in Business or Accounting.
- Proficient in Microsoft Office software or other applications.
- FMIS certification.

Special Requirements:

- Must possess a Valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- 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.
Knowledge of basic clerical/office support practices and procedures.
Knowledge of word processing, database, spreadsheet applications, and accounting software.
Skill in preparing electronic and/or hard copy filing and records systems.
Skill in operating office equipment, including computer programs.
Skill in preparing clear and comprehensive reports.
Skill in English composition, grammar, and punctuation.
Skill in basic math, cash receipting and accounting principles.

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