

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1514280
POSITION NO: 242127
CLASS CODE: 1366

Date Posted: 11/07/11
Closing Date: 11/21/11

POSITION TITLE OFFICE SPECIALIST
DEPARTMENT NAME DHR/Department of Child Support Enforcement
DEPARTMENT N 151 WORKSITE LOCATION: Window Rock AZ
WORKS DAYS/HOUF POSITION TYPE: GRADE: R58A
Days: Monday - Friday Permanent:
Hours: 8:00am - 5:00pm Temporary: Duration: SALARY:
Part-Time: No. of Hrs/Wk: 40 \$ \$22,734.40 Per Annum
\$ \$10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Logs in all incoming documents and outgoing documents for supervisor. Establishes and maintains organization and tickler system for prompt review and turnaround on administrative order for signature of preparation for OHA hearing, or NN Court judicial hearings on child support. Assists Senior Tribal Court Advocate or Attorney in preparation of all pleadings and properly marked exhibits for OHA hearings or NN Court judicial hearings on child support for establishment, enforcement or modification of paternity, child support or medical support. Travel to seven NNDCSE office each month to assist supervisor during administrative hearing, or NN Court hearings. Responsible for typing of all necessary documents on prescribed formats, including, but not limited to: notices, petitions, pleadings, complaints, legal briefs, summons, orders, affidavits, letters, memoranda, issue papers, budget forms, reports.

Convert audio recording of administrative learnings, depositions, and minutes to written reports verbatim or summary, upon request of supervisor. Performs legal research for laws, cases law via law library, legal or other publications, and internet, upon request of supervisor. Maintains information for reporting purposes as required by NNDCSE for compliance with federal reporting requirements, and internet with NN reporting publications, and internet, upon request of supervisor. Maintains information for reporting purposes as required by NNDCSE for compliance with federal reporting requirements, and internal NN reporting requirements. Prepares Travel Authorization forms, Training Request Forms, Request for Supply Orders, makes lodging, air transportation, charter, ground transportation (car rental) arrangements for supervisor, upon request. Request necessary authorization of NNDCSE Program Supervisor for expenditure of NNDCSE funds as necessary. Assist with timesheet, time and attendance reporting to NNDCSE, as necessary. Attend relevant training, conferences, meetings. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

two (2) years general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Certification or demonstrated ability in computer application and software.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Tribal 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