

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR1264281

Date Posted: 11/07/11

POSITION NO: 241498

Closing Date: 11/21/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: DNR/Department of Fish and Wildlife

DEPARTMENT NO: 126 WORKSITE LOCATION: Navajo Nation Zoological & Botanical Park

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8AM-5PM

Temporary:

Duration: PERMANENT \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision by Zoologist, provides and coordinates office tasks for the Zoo program and its 6 employees; including composing, typing, and editing correspondence, reports and forms; enters and verifies data in spreadsheets; arranges meetings, appointments and interviews; makes travel and lodging arrangements; handles mail; reviews documents for completeness; maintains files; processes forms; tracks and maintains records; follows up on processes or items as needed. Also receives money for various Zoo activities and initiatives, prepares receipts and financial documents. Provides customer service as needed to Zoo visitors, including answering phone calls, greeting and directing visitors, and responding to visitor requests for information, selling merchandise to visitors, and preparing and distributing Zoo information. Additional responsibilities include monitoring and maintaining supply of office equipment, inventory and property tagging of zoo equipment, conducting educational programs and zoo tours to school children, and preparation and hosting zoo events.

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 transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

This job requires skill in preparing a variety of records and reports; maintaining electronic and hard copy record systems; operating office equipment; following oral and written instructions; English composition, grammar, and punctuation; basic math, cash receipting and accounting principles; establishing and maintaining effective working relationships. This position requires experience performing basic clerical/office support; experience maintaining records; and experience using the Windows XP Operating System including Microsoft Office (Word, Excel, PowerPoint, Publisher).

License/Certification Requirements:

Valid State Driver's License.

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