

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1332584

POSITION NO: 236093

CLASS CODE: 1366

Date Posted: 11/08/10

Closing Date: 11/22/10

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Local Governance Support Center - Fort Defiance Agency / Crystal Chapter

DEPARTMENT NO: 133 **WORKSITE LOCATION:** Crystal Chapter (New Mexico)

WORK DAYS/HOURS: _____ **POSITION TYPE:** _____ **GRADE:** N580A

Days: Mon-Fri **Permanent:** X **SALARY:** _____

Hours: 8AM-5PM **Temporary:** _____ **Duration:** _____ \$ 21,944.00 **Per Annum**

Part-Time: _____ **No. of Hrs./Work:** 40 \$ 10.55 **Per Hour**

DUTIES AND RESPONSIBILITIES:

Works under direct supervision of the Community Services Coordinator (CSC).. Assist the Community Services Coordinator in carrying out the daily administration of the local chapter government by performing various tasks including, but not limited to the following: Greeting and assisting community member with application forms for various financial assistance; as well as directing people to appropriate sources for assistance. Ensure and maintain internal controls over all cash receipts and expenditures. Establishment and the maintenance of a sound filing system for all chapter records. May be delegated by CSC to administer chapter government operation from time to time. Must advise the CSC for all approved budget fund availability, carryovers, supplemental appropriation, and internally generated revenues for procurement of goods and services.

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. Some positions may require specific licenses or certifications.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic principles of record keeping, case files and records management.

Knowledge of business and personal computer hardware and software applications.

Knowledge of English usage, spelling, grammar and punctuation.

Skills in effective communications in both English and Navajo languages.

Skills in interacting with people and establishing cooperative working relationships with employees and the general public.

Experience in operating all types of office equipment including computer software.

Experience in the basic principles of accounting highly preferred.

Fluent in Navajo and English very highly preferred.

VETERANS' PREFERENCE APPLIES

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