THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0582601** | Date Posted: **11/08/10**

POSITION NO: 241951 | Closing Date: **11/22/10**

CLASS CODE: 1366

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: Navajo Parks and Recreation Department - Canyon De Chelly

DEPARTMENT NO: 58 | WORKSITE LOCATION: Chinle, Az

WORKS DAYS/HOURS:
Days: Mon-Friday
Hours: 8am - 5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration: Permanent
No. of Hrs/Wk: 40

GRADE: N580A

SALARY:
$ 21,944.00 Per Annum
$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision to perform a variety of office support work of moderate difficulty performing a full range on clerical assignments and resolving problems that are of a non technical nature, applies specialised functional knowledge to independently analyze and respond to matters within established limits; answer telephones, routes calls, take messages; greets and refers visitors to appropriate staff/resources; responds to routine inquires that requires judgement in determining the type of information; provides function specific information, instructions and forms; types routine correspondence, reports, make travel arrangements for Park Manager, prepare appropriate department forms, labels and forms; establish and maintain all office files; filing new documents, purge and update files; work and assist other tribal park office staff and performs other related work as assigned.

Receives, logs in and distributes incoming mail; responds to requests for park brochures, hiking and camping permits, routine photocopies of office documents; may oversee day-to-day operation of duplicating copier and related equipment; may prepare and transmit facsimiles; receives and processes office related forms and/or documents; takes and transcribes minutes of staff meetings; compiles and enters data on park visitations into Microsoft Excel program; request and obtain price quotations for office supplies, etc. Attends meetings with Supervisor, take notes, updates and inform other Parks staff of the meetings.

Receives requests for park information, hiking and camping information on the Navajo Reservation areas including tribal park areas and National Park Services areas; provides customer services in providing appropriate information on tribal parks and National Park Services areas.

QUALIFICATION REQUIREMENTS:

High School Diploma or GED.

Experience:

two (2) years of general office, public contact or related experience; or an equivalent combination of education, training and experience. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; Skills in preparing a variety of records, reports, and correspondence using computer software; skills in maintaining files and records; skills in following oral and written instructions; operating office equipment, includes computer programs; skills in English composition; grammar and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the Parks and Recreation and including the operation of Tribal Parks and Recreation areas.

VETERANS PREFERENCE APPLIES

License/Certification Requirements:

Valid State Driver's License, preferred and Navajo Nation Driver's Permit.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***