

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0908311

DATE POSTED: 11/18/03

POSITION NO: 948505

CLOSING DATE: 12/03/13

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DSS/Department of Family Services - Ganado, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: Y58A

WORK HOURS: 8 am-5 pm PART TIME: NO. OF HRS./WK. _____ \$ 23,420.80 PER ANNUM

SEASONAL: Duration: _____ \$ 11.26 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical assignments and provides office support service to staff. Receives and screens incoming calls and takes messages, receives and greets visitors and directs to appropriate resources, disseminates program information to public; types correspondences, monthly reports, and forms; prepares and submits biweekly timesheet; enters Service Action Report Forms (SARF) data with accuracy in computerized system for payment process.

Schedules appointments and meetings, makes travel arrangement for staff, receives, date stamps, distributes incoming and outgoing mail; maintains administrative files; prepares photocopies; tracks, follows up and maintains program records, prepares supply requisition, orders and maintains office supplies and equipment inventory. Attends staff meeting. Performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

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

(In order 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 a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondences using standard computer software; skill in maintaining electronic and/or hard copy of filing/records systems; skill in operating office equipment, including computer programs; skill in following oral and written instructions; skill in English grammar and punctuation; skill in basic math and accounting.

Special Requirements:

(Preferred) Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

(Preferred) First Aide/CPR Certification and possess of a Food Handler's Permit ****Position requires a background check and suitability assessment prior to employment.**

VETERANS PREFERENCE APPLIES

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