

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: **DGS0274305**

Date Posted: **11/21/11**

POSITION NO: 235363

Closing Date: **12/06/11**

CLASS CODE: 1366

POSITION TITLE: OFFICE SPECIALIST

DEPARTMENT NAME: DGS/FLEET MANAGEMENT DEPARTMENT

DEPARTMENT NO: 27 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ \$22,734.40 Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Receives calls, takes messages, greets and directs visitors to appropriate source, providing program information, types and edits correspondences, reports, enters and verifies data. Schedules meetings, maintain records, taking and transcribing minutes for the Motor Vehicle Review Board (MVRB). Arranges meetings, schedules interview appointments, making all travel arrangements, processing all documents for completeness, maintaining of all files, typing of all financial documents, and timekeeping for respective agency. Prepares purchase requisition and distribution of office supplies, equipment, logs in, distributes incoming mail, duplicating documents, making routine calculations and checking information for accuracy.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High school diploma or GED; supplemented by course in general office procedures and **(to receive full credit for education, training applicant must submit copies of transcripts, degrees, and current certificates, etc.)**

**Experience:**

Two years of general office or related experience; or an equivalent combination of education, training and experience to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge in business punctuation, spelling, modern office practice and procedures including the preparation of correspondences, reports, data entry, and operating different office equipment.

**License/Certification Requirements:**

Applicant must possess a valid state drivers license and obtain a NN Operators 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**