

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

REQUISITION NO:	<u>DHR09911121</u>	DATE POSTED:	<u>11/30/15</u>
POSITION NO:	<u>936558</u>	CLOSING DATE:	<u>12/11/15</u>
POSITION TITLE:	<u>Office Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>DHR / Navajo Department of Workforce Development / Shiprock, New Mexico</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/> <u>GRADE/STEP:</u> <u>AB58A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/> <u>NO. OF HRS./WK.:</u> <u>\$ 24,128.00 PER ANNUM</u>
		SEASONAL:	<input type="checkbox"/> <u>DURATION :</u> <u>\$ 11.60 PER HOUR</u>
		TEMPORARY:	<input type="checkbox"/>

**DUTIES AND RESPONSIBILITIES:**

Work activities and tasks of the position are to provide administrative support to the Workforce Center supervisor and employees. Perform duties for office reception, office management and operation. Prepare office requisitions for supply orders, equipment requests, maintenance work orders, travel requests/Travel Authorizations, office itineraries and signature authorization forms. Implement vendor price quotations for requisitions. Prepare and maintain files for staff payroll timesheets and time cards. Assist with staff meetings and maintain file for meeting minutes. Provide office records for audits and monitoring reviews. Implement audit corrective action plans as assigned. Maintain organized filing system for office records.

Submit documents due for office on time by travel to the central office on a periodic basis. Conduct follow-up visits for processing of office request documents or requisitions. Assist supervisor with preparation and processing of employee-related documents as needed. Submit progress reports and travel reports to supervisor. Attend staff meetings, department meetings and conferences. Comply with NDWD policies and procedures, and Navajo Nation policies and requirements.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

**Special Requirements:**

- Must have a valid state driver's license.

***(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:**

Must be able to operate computer work station and use available computer applications and hardware. Must be knowledgeable in operating office equipment, i.e. telephones, copier, fax machine, and computerized timekeeping system. Must be a people person and problem solver in assisting staff, program participants and visitors. Must be able to organize records and maintain efficient office operation.

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