

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1352724

Date Posted: 12/20/10

POSITION NO: 236072

Closing Date: 01/04/11

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Local Governance Support Center

DEPARTMENT NO: 135 WORKSITE LOCATION: Nahodishgish Chapter

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: MON - FRI

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \$ \$21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ \$10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical work including typing, proofreading, filing, data entry, file, retrieval and recording information. Receives, screens and refers telephone calls to appropriate staff and officials. Types resolutions, proposals, letters, memorandums, timesheets, travel documents, financial documents, statistical information and other administrative document from oral instructions, rough draft, and recorded transcriptions. Receives sorts and distributes incoming and outgoing mail. Operates calculator, computer, financial calculations, PEP personnel and financial files utilizing an alphabetical, numerical or geographical filing system. Assists with the chapter accounting system and maintains cash receipts, logs, check ledgers, bank reconciliations, expenditure reports, payroll calculations and taxes, IRS report and petty cash. Responds to public inquiries for information or assistance. Approves the use of chapter facilities and equipment when authorized.

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 and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment usage, knowledge in principles of letter and report writing, filing systems, ability to type a minimum of 45 words per minute (wpm), ability to do clerical work and learn office operations and procedures, knowledge of basic accounting functions; basic element of correct English usage, spelling, vocabulary, grammar, punctuation and arithmetic; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative working relationship with elected officials, co-workers and the general public. Basic knowledge of the Chapter Government and the Navajo Nation Government.

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