THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OTC0532716** | Date Posted: **12/20/10**

POSITION NO: 202110 | Closing Date: **01/04/11**

CLASS CODE: 1366

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: Office of the Navajo Tax Commission

DEPARTMENT NO: 53 | WORKSITE LOCATION: St.Michaels,Arizona

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8:00AM - 5:00 PM

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N580A

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

DUTIES AND RESPONSIBILITIES:

Responsible for dialy record keeping and filing taxpayer folders. Properly maintain files based upon tax, year, and type of document being submitted by taxpayer, (tax returns, letter, appeals, etc.) Responsible for mailing out tax information upon request to taxpayers, information includes codes, regulations and forms. Maintains updated information on taxpayers through registration of business and clients on a annual basis. Monitor taxpayer records and to ensure all records are accounted for. ONTC records received are original and certified documents from taxpayers and are kept confiedential.

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/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of record keeping and office support. Knowledge of a variety of computer software applications.

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***