THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**LB08111231**	DATE POSTED:	**12/21/15**
POSITION NO:	**159334**	CLOSING DATE:	**01/05/16**
POSITION TITLE:	**Senior Office Specialist**		
DEPARTMENT NAME / WORKSITE:	**LB/Office of Legislative Services, Window Rock, AZ**		

WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Senior Office Specialist Responsibilities: Under general supervision of the Administrative Service Officer performs a wide range of clerical tasks of moderate difficulty. Tasks include maintaining accurate logs of personnel records such as but not limited to Employment Applications, Personnel Action Forms, Employee Time Cards. The Senior Office Specialist will also be involved with OLS financial information which includes Budgets, Purchase Requisitions, Purchase Orders, Request for Direct Payments. Assisting department personnel with travel arrangements will also be part of the Senior Office Specialist duties. These duties include processing Travel Authorization Forms, Travel Advances, and ensuring that Tribal Vehicles are available.

The Senior Office Specialist will also be required to become FMIS Certified.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's Degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

Preferred Qualifications:

- Two (2) years of general administrative experience including customer service.
- FMIS Certification.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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 the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of the legislative process; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing , database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgement in the release of confidential information.

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