

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

Requisition No: DSS0455029  
POSITION NO: 241211  
CLASS CODE: 1366

Date Posted: 12/27/11  
Closing Date: 01/10/12

POSITION TITLE: Office Specialist  
DEPARTMENT NAME: DSS/Navajo Treatment Center for Children and Their Families  
DEPARTMENT NO: 45 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A  
Days: Mon - Fri Permanent:   
Hours: 8:00am - 5:00pm Temporary:  Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provide administrative support services to the NTCCF Clinical/Administration Office. Responsible to compile monthly narrative, performance criteria and statistics report for the program reviews reports for completeness and accuracy. Work closely with General Services Administration (GSA) in reporting assigned vehicle mileage. As primary timekeeper will be responsible for the submittal of accurate time and attendance for program staff. Prepare and process travel authorization, training request forms and registration forms. Prepare and process Purchase Requisitions (PR) for purchases, Request for Direct Payments (RDP) for payments to vendors, Stationery Supply Orders (SSO) for purchases, Receiving Record (RR) for lease payments and Interdepartmental Charge Requisitions (ICR) for payments to other Navajo Nation departments. Check mail daily, maintain a log-in mail and log-out of and disseminate to staff. Fascimile documents. Composes, types and edits memorandums, letters and correspondence for the regional clinic. Maintain filing system. Answers telephone, forwards calls to appropriate staff and takes messages. Sets up and attends meetings. Attends and participates in training(s) for professional development and enhancement of administrative skills. Other duties assigned

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**Experience:**

Two (02) years experience general office or related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Computer literate. Knowledge in personnel and financial procedures in processing documents. Knowledge of Navajo Nation Personnel Policies, Financial Services Manual and Personnel and Travel Procedures. Knowledge and practice of the Confidentiality and Privacy Act. Establish and maintain effective working relationships. Ability to follow oral and written instructions. Records Management skills. Knowledge of modern office methods, practices and equipment. Strong work ethics, adherence to work attendance standards and ability to work with multitask complex problems.

**License/Certification Requirements:**

Valid state driver's license. Must obtain a criminal background check with fingerprint card and driving record..

**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*