

THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT

Requisition No: DCD1349573
Date Posted: 06/22/2009
Closing Date: 07/06/2009

POSITION No: 236061
CLASS CODE: 1366
POSITION TITLE Office Specialist
DEPARTMENT NAME: DCD/Local Governance Support Center
DEPARTMENT NO: 134 **WORKSITE LOCATION:** Whippoorwill Chapter
WORK DAYS/HOURS: Monday - Friday **POSITION TYPE:** Permanent: X **GRADE:** N580A
Hours: 40 **SALARY:** \$ 21,944.00 Per Annum
Part-Time ___ No of Hrs/Wk: ___ \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Community Services Coordinator, performs a variety of repetitive or closely related duties according to established procedures. This is an entry-level clerical position requiring and computer skills with clerical experience. A variety of tasks will be assigned according to established procedures. Generally, work is observed and reviewed both during its performance and upon completion, may be subject to change as the need varies.

Performs a variety of clerical work including typing, proofreading, filing, data entry, file retrieval and recording information. Receives, screens and refers telephone call to appropriate staff and officials. Types resolutions, proposals, letters, memorandums, timesheets, travel documents, financial documents, statistical information and other administrative documents from oral instructions, rough drafts, and recorded transcription. Receives, sorts and distributes incoming and outgoing mail. Operates calculator, computer, facsimile machine, and other office equipment. Checks and tabulates statistical data such as assessments, 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 reconciliation, expenditure reports, payroll calculations, and taxes, IRS reports and petting cash. Responds to public inquires for information or assistance. Approves the use of Chapter facilities and equipment when authorized. Assist with emergency activities such as the distribution of wood, coal, food, etc., to Chapter residents. Attend Chapter planning and regular meetings when required by the supervisor. Performs all other duties as assigned by the supervisor.

QUALIFICATION REQUIREMENTS:

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 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, 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.