



THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM



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. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.

POSITION TITLE: *Administrative Services Officer* 217986

REQUISITION NO: OPVP08489686

DATE POSTED: 10/30/2025

POSITION NO: 217986

CLOSING DATE: 11/13/2025

DEPARTMENT: Navajo Nation Washington Office

EMPLOYMENT TYPE: REGULAR FULL TIME

WORKSITE: Window Rock, AZ

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Monday - Friday

GRADE/STEP: CM64A

WORK HOURS: 40

ANNUALLY: \$58,756.32

SENSITIVE: Yes

HOURLY: \$28.14

DUTIES AND RESPONSIBILITIES:

Oversees the fiscal/property management, contract administration, personnel management, budget administration, general accounting, and the development of various reporting procedures and guidelines; organize, implements, and coordinates administrative activities. Develops and administers the program's annual budget; ensures compliance with funding requirements, provides accounting and expenditure control; develops and implements internal control mechanisms, procedures, and guidelines to maintain fiscal accountability. Interprets relevant policies, procedures, and standards; conducts research and analysis of proposals, and/or funding requests; represents department with tribal officials, governmental representatives, and the public.

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

• A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative and management experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of Microsoft office software or other computer applications. Basic understanding of budget preparation and revenue forecasting.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

