

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0392743

Date Posted: 01/03/11

POSITION NO: 241547

Closing Date: 01/14/11

CLASS CODE: 1306

POSITION TITLE: RECORDS CLERK

DEPARTMENT NAME: DSS/Navajo Nation Program for Self Reliance

DEPARTMENT NO: 39 WORKSITE LOCATION: Gallup, New Mexico

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N560A

Days: Monday thru Friday

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 18,470.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Files documents (NNPSR forms), purges and updates; enters data into Caseworker Advisory System as necessary. Forms include, but are not limited to the following: Navajo Nation Program for Self Reliance Application for Assistance, Appointment Notice, Case Narration, Decision Notice, Release of Information, Change/Message Report, Customer Referral Form, Customer Compliance/Referral Form to Department of Workforce Development, Voluntary Withdrawal or Termination Request, Case Record Transfer, Pending Verification Agreement, Statement of Truth, Turn Around Document, New Mexico/Utah Information Exchange/Referral/Compliance Form, Navajo Nation Department of Child Support Enforcement Referral, Monthly Income Worksheet, Employment History Verification, Household Composition Residence/Landlord Verification, Minor/Adult School Verification, Unearned Income Verification Form, Verification of Child Support, In-Kind Contribution Worksheet, Acknowledgement Form - Deprivation, Diversion, Personal Responsibility Plan, Work Readiness Assessment, Community Service Work Agreement, Employment Search, Work Participation Timesheet, Worksite Agreement Form, Transitional Support Worksheet, Fair Hearing Request, Notice of Informal Hearing, Informal Hearing Decision Notice, and Overpayment Calculation. Creates customer records file by making individual folders; types labels of customer name and social security number, including processing name changes and updates other demographic information in files and in computer. Ensures and maintains the confidentiality of all records in accordance with privacy laws and Navajo Nation policies and procedures.

Maintains files in proper order via alphabetical and/or numerical, pulls customer records for appointments of eligibility processing or in the event of case staffing activities, files documents and re-files record. Maintains logs of records release transactions initiated by other NNPSR agency field offices.

Researches, retrieves, and releases documents as requested such as photocopies of customer transactions to other programs that may include, but are not limited to a Decision Notice, Change/Message Report, Employment History Verification, Verification of Child Support, Informal Hearing Decision Notice, etc. without the customer's written consent unless otherwise limited to only those persons who have a legally recognized need to know.

Answers telephone, routes calls to appropriate staff member, takes messages; greets visitors and guides them to appropriate staff member. Prepares and submits required monthly, quarterly, and annual reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

Two (2) years clerical experience; or an equivalent combination of education, training, & experience which provides the capabilities to perform the described duties. *(To receive full credit for education/training, applicant must submit copies of college transcript, certificate, diploma, etc).*

Special Knowledge, Skills and Abilities:

Knowledge of standard office practices and procedures; knowledge of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, and correspondence using computer software; skill in maintaining filing and records systems; skill in the use of a computer and related software; skill in preparing clear and comprehensive reports; skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment

VETERAN'S 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