THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS12416882 | DATE POSTED: 01/10/19

POSITION NO: 240925 | CLOSING DATE: 01/24/19

POSITION TITLE: RECORDS CLERK

DEPARTMENT NAME / WORKSITE: Insurance Services Department / Workers' Compensation Program/Window Rock, AZ

WORK DAYS: Monday - Friday

WORK HOURS: 8 am - 5 pm

SENSITIVE ☐

NON-SENSITIVE ☐

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AR56A

$ 21,320.00 PER ANNUM

$ 10.25 PER HOUR

DUTIES AND RESPONSIBILITIES:

The Records Clerks has the responsible of maintaining the Workers' Compensation medical claims records, archiving and retrieval of confidential claim management records. Maintains electronic and hard copy of all correspondences. Works closely with the Insurance Claims Analysts to ensure folders are setup for the Workers' Compensation claims. Purge files on a quarterly basis and update files on a daily basis. Ensure claim data is entered into the MARSH ClearSight Software Systems for reconciliation. Work closely with the Senior Information Systems Technician to ensure all claims data is entered into the MARSH ClearSight software and files are secured. Provide front desk customer service to claimants. Types routine correspondence, reports, and forms. Makes photocopies, scan, assist in researching, retrieving and releasing documents as requested. Prepares required reports and adhere to HIPPA Regulation that requires individual judgment in determining the type of information that my be released to claimants. Timely processing of Workers' Compensation Claims Report of Injury (ROI) to ensure the Insurance Claims Analysts respond to ROI's in a timely matter and in accordance with the Navajo Nation Workers' Compensation Act. Assist staff with office automation and ensure claims payments are mailed and post marked on a daily basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of clerical experience; including electronic filing systems; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license, must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire.

<<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 standard office practices and procedures. Knowledge of Microsoft computer software, database and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence using computer software. Skill in maintaining electronic filing and records systems. Skill in preparing clear and comprehensive reports. Skill in establishing and maintaining effective working relationships. Skill in applying judgment 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.