

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>LB00311301</u>	DATE POSTED:	<u>01/19/16</u>		
POSITION NO:	<u>243698</u>	CLOSING DATE:	<u>02/01/16</u>		
POSITION TITLE:	<u>Records Clerk</u>				
DEPARTMENT NAME / WORKSITE:	<u>LB/Office of Legislative Services, Window Rock, AZ</u>				
WORK DAYS:	<u>Mon. - Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB56A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 20,300.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 9.76</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Records Clerk Responsibilities: Under general supervision of the Policy Analyst performs a wide range of records management tasks of moderate difficulty. Tasks include the handling of legal Navajo Nation documents such as resolutions, legislations, committee reports, journals, tapes, excerpts, and meeting minutes from as far back as 1955 to present day; Identify permanent and temporary records in accordance to Federal Records Retention Schedule; Assist with the creation of a resolution archive system to ensure easy electronic assessment by the Legislative Tracking Section; Establish a consistent and updated listing of all identified legislative records; Assist with the closeout of all resolutions and ensuring OLS records correspond to Navajo Nation Records Management; The Records Clerk will work closely with the Legislative Tracking Section to initiate legislations through the legislation tracking website (DiBB).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of office/clerical work experience, including electric filing systems.

Preferred Qualifications:

- College courses in Business or Accounting, Human Services or related field.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- 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 the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of the legislative process; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgement in the release of confidential information.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.