THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0709910**	DATE POSTED:	**02/09/15**
POSITION NO:	**943958**	CLOSING DATE:	**02/23/15**
POSITION TITLE:	**Police Records Clerk**		
DEPARTMENT NAME / WORKSITE:	**DPS/Navajo Police Department/ Chinle, Arizona**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB57A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 22,131.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.64	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Works independently with minimal supervision in conducting the following duties: Prepares police reports; maintains tracking system of criminal and civil reports turned in by Police Officers; received incoming reports, copies, files, and enters police reports into the computer/information system; may edit and copy reports for commissioned personnel; collects and processes reports for the district prosecutor(s) and/or judicial courts; prints and logs in reports; may refer to the Department of Criminal Investigations and/or the Federal Bureau of Investigations and other appropriate department/agency; conducts research; works with the computer/information system of Law Enforcement by backing up and securing information. Compiles, records, and submits monthly and quarterly statistical reports to the District supervisors; types memorandums, correspondences; types and mail out invoices to businesses for reports that are still outstanding for payment; collects money for payment of reports; provides assistance to general public regarding police reports; and assists in court proceedings by records management and processing.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years clerical experience.

Preferred Qualifications:

- Records Management training

Special Requirements:

- Possess a valid state driver's license

(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 applicable Navajo Nation, Federal, State, and local laws, statutes, ordinances, rules and regulations. Knowledge of standard office procedures and methods, Knowledge of records management and report processing, knowledge of general police operations, Skill in use of a variety of office equipment, Skill in use of computer and related software. Skill in establishing and maintain effective working relationships.

<<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.