

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DHR07611820</u>	DATE POSTED:	<u>04/11/16</u>			
POSITION NO:	<u>241387</u>	CLOSING DATE:	<u>04/22/16</u>			
POSITION TITLE:	<u>Human Resources Records Clerk</u>					
DEPARTMENT NAME / WORKSITE:	<u>Office of Background Investigations/ Window Rock, Arizona</u>					
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>	
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>			

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision by the Manager, the individual will be responsible for managing customer service, office support, and technical support, administrative and operational support duties that will include: create, maintain, and improve customer service plan, records management plan, and intake procedure plan. Screening telephone calls, take messages, assisting the public, scheduling, etc. Establish and improve an effective records & case management system such as scans, case numbering, case management, computerized database management, etc. Ensure all confidential information is safe and secure, implement storage and retrieval of records and data, and backup systems. Compose and edit correspondences, spreadsheets, power point, and other such documents. Ensure quality and quantity of incoming background check documents received to verify for legibility, accuracy, completeness, document type, etc. Will assist in maintaining a fund management plan for revenue generated includes: may receive money orders, prepare receipts of payment, log in money received on financial spreadsheets, and routinely provide financial check/balance tasks. Assist in preparing invoices, calculate taxes, and fees. Verify and prepare all documents for background check requests and payment for postal mailing. Initiate and complete special assignments and assigned tasks; Quarterly reports, IDC reporting, statistic surveys, customer related surveys. Constructively contribute to staff meetings and provide employee orientations. Establish an automated system for tracking and follow-up for employee's three-year renewal background check, and 72-hour employee/supervisor incident notifications. Routinely perform fingerprinting duties. FMIS certified. Perform routine cleaning duties, and keep the office neat, organized, and clean. Other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years clerical experience. Proficient in Microsoft Office software or other computer applications.

**Preferred Qualifications:**

- FMIS Certification.
- Electronic Records Management Training; Alchemy Training.
- Experience working with electronic records management systems and software programs such as FileMaker Pro.
- Proficient in Microsoft Office software or other computer applications (Excel and Access).

**Special Requirements:**

- 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 clerical and office support practices and procedures. Knowledge of manual and automated filing and records systems. Operate computer software, word processing, Microsoft Professional, internet browser, database, Filmmaker, spreadsheet applications, email systems, and other general office equipment. Knowledge of establishing a backup system of documents in all types and forms. Skill in records management, retention, retrieval, and queries of hardcopy and electronic documents. Knowledge in basic Accounting practices. Skill in establishing and maintain effective working relationship and teambuilding with others. Skills in working with the general public to provide customer satisfaction/service. Skill in effective communication including English composition, grammar and follow oral and written instructions to its completion. Ability to apply good ethical based judgment in the release of protected confidential and privacy information. Proficient in speaking Navajo language is preferred. Ability to understand, interpret and apply appropriate laws and regulations pertaining to background check and adjudication. FMIS certification required.

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