THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0223094** Date Posted: **04/26/11**

POSITION NO: **204569** Closing Date: **05/09/11**

CLASS CODE: **1424**

POSITION TITLE: **HUMAN RESOURCES RECORDS CLERK**

DEPARTMENT NAME: **Department of Personnel Management**

DEPARTMENT NO: **22** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday - Friday**

Hours: **8:00 am - 5:00 pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R58A**

SALARY:

$ **22,734.40** Per Annum

$ **10.93** Per Hour

DUTIES AND RESPONSIBILITIES:

Maintains official personnel employee files by scanning processed Personnel Action Forms and other personnel related documents. Maintains and ensures the security and confidentiality of all files; scans and indexes all paper files accurately using a document imaging computer system and ensuring document quality; conducts written and/or verbal employment verifications on Navajo Nation employees in accordance with established policies and procedures; computes service, accrual computation dates and other employment related dates. May assist in special assignments and/or research related to personnel involving data collection and preparation of various documents. Assists at the front desk with greeting clients, answering telephone, faxing of documents upon request; and other duties and functions as appropriate.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

Two (2) years clerical experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of computer software, word processing, database and spreadsheet applications; scanning techniques and equipment to make judgments regarding the optimal scanning equipment. Skill in preparing a variety of records, reports and correspondence using computer software; communicating effectively, orally and in writing; applying judgment in the release of confidential information.

VETERANS' 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***