

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR02220975</u>	DATE POSTED:	<u>04/28/21</u>		
POSITION NO:	<u>204569</u>	CLOSING DATE:	<u>05/11/2021 by 5pm</u>		
POSITION TITLE:	<u>Human Resources Records Clerk</u>				
DEPARTMENT NAME / WORKSITE:	<u>DHR/Department of Personnel Management - Window Rock, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BJ58A</u>
WORK HOURS:	<u>8:00 a.m. - 5:00 p.m.</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>26,726.40</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>12.80</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Responsible for the maintenance of employee personnel records in the Department of Personnel Management (DPM) automated records management system by creating folders for all new files, scanning and indexing personnel action forms, employment applications, educational documents, licensures, certificates, employee performance appraisals and other DPM records, such as position classification questionnaires, job vacancy announcements, etc.; ensures document quality (i.e., legible, document type and size) of all scanned information; reviews employment packets to ensure that there are no duplicate documents being scanned; conducts incremental system back up on a daily basis and full back up each Friday; ensures the confidentiality of all documents and records; shreds scanned documents in accordance with DPM's retention policy; completes employment verifications and years of service calculations; assists in the research of employment documents, when requested; works with employees and employers who wish to review their personnel records or release of information and ensures that appropriate authorization and identification is provided; uses discretionary judgement in disclosing confidential information when requested; provides assistance with front desk coverage in the absence of the Office Specialist; may assist with special assignments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years clerical or records management experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Posses a valid state driver's license.
- Human Resources Information System (HRIS) Certified (Preferred).

(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; manual and automated filing systems; computer software, word processing, database and spreadsheet applications, scanning techniques and equipment to make judgements regarding the optimal scanning equipment adjustments for various types of documents. Skill in preparing a variety of records, reports and correspondence using computer software; communicating effectively, orally and in writing; applying judgement 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.