

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

REQUISITION NO: DOJ01015571

DATE POSTED: 05/31/18

POSITION NO: 244230

CLOSING DATE: 06/14/18

POSITION TITLE: RECORDS CLERK

DEPARTMENT NAME / WORKSITE: Office of the Prosecutor - Tuba City District

WORK DAYS: Mon. - Fri. REGULAR FULL TIME:  GRADE/STEP: A156A

WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,800.00 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 10.00 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision maintain and expand current hard copy/electronic filing of legal correspondences, documents, forms, reports, and etc. Prepare documents for proper disposal and possible storage for archiving. Maintain routine office files . Prepare files in conform to uniformed filing system. Must maintain a high level of confidentiality due to the nature of the files.

Assist with greeting the public and directing them appropriately, answers telephone calls, routes calls and takes messages; receives, logs and distributes incoming and outgoing mail; makes photocopies; completes minimal clerical typing; prepares files accordingly; scans files electronically; assist in maintaining the a healthy working district office; and assist in non-routine assignments.

Knowledgeable of a computer software, word processing, database and spreadsheet application.

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

**Minimum Qualifications:**

- A high school diploma or GED; completion of two (2) years of clerical experience; including electronic filing systems; or an equivalent combination of education and experience.

**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:**

Knowledgeable in legal office policies, practices and procedures. Knowledge of the principles, practices and methods of legal terminology, documents, and records management.

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