THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0768791**	DATE POSTED:	**06/16/14**
POSITION NO:	241387	CLOSING DATE:	**06/27/14**
POSITION TITLE:	**Human Resources Records Clerk**		
DEPARTMENT NAME / WORKSITE:	**Office of Background Investigations / Tse Bonito, New Mexico**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑	GRADE/STEP	Y58A
WORK HOURS:	8am-5pm	PART TIME:	☐ NO. OF HRS./WK.:	$	23,420.80
		SEASONAL:	☐ DURATION :	$	11.26
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Under the general supervision by the Manager, the individual will be responsible for managing customer service, office support, technical support, administrative and operational support duties that will include the following: 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 management system such as scans, file management, computerized data 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; may receive money orders, prepare receipts of payment and log in money received on a financial spreadsheets. Assist in preparing invoices, calculate taxes, and fees. Verify and prepare all documents for background check requests and payment for postal mailing. Manage case numbers, maintain case management. Initiate and complete special assignments and assigned tasks; Quarterly reports, IDC Reporting, statistic surveys. Must attend meeting on behalf of Office of Background Investigations. Establish an automated system for tracking and follow-up for employees three-year renewal background check, and 72-hour employee/supervisor incident notifications. Occasionally perform fingerprinting duties when needed. 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.

Preferred Qualifications:

- FMIS Certification.
- Electronic Records Management Training; Alchemy Training.
- Experience working with electronic records management systems.
- Proficient in Microsoft Office software or other computer applications.

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 service. Skill in effective communication including English composition, grammar and follow oral and written instructions to its completion. Must be able to apply judgment in the release of confidential information. Proficient in speaking Navajo language is preferred. Ability to understand, interpret and apply appropriate laws and regulations pertaining to background check and adjudication. A valid fingerprinting certification preferred but not required. FMIS certification required.

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.