THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS07024247
POSITION NO: 944043
POSITION TITLE: Police Records Clerk
DEPARTMENT NAME / WORKSITE: DPS/Navajo Police Department - Chinle, Arizona

DATE POSTED: 07/08/22
CLOSING DATE: 07/21/2022 by 5pm

WORK DAYS: Monday - Friday
WORK HOURS: 8:00am - 5:00pm

REGULAR FULL TIME: ☐
GRADE/STEP: BQ57A

PART TIME: ☐
NO. OF HRS./WK.: ☐
$ 25,243.92 PER ANNUM

SENSITIVE ☑
SEASONAL: ☐
DURATION :
$ 12.09 PER HOUR

NON-SENSITIVE ☐
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Processing of requests for Navajo Police Department criminal traffic history record (CTHR), police reports, general statistical data, work with established computerized records management system (RMS); communication with police district record section's; generate monthly or when required productivity reports, subject matter written reports, compiling relevant data into single report. Understands and interprets traffic, criminal & civil codes/titles in accordance with applicable laws, manuals, regulations, policies & procedures; coordinate with police district records personnel in processing same or similar requests for the public, criminal and non-criminal justice organizations; coordinates with Navajo Nation (NN) programs & applicable state, federal representatives on data, statistics, reports-incident/arrest/accident-crash; access authorized criminal justice data bases- NCIC, CJIS, NPD RMS, etc. Assists with records management activities related to access and release of requested data within the parameters of the NN Privacy Act, assist with required audits, inspections; assists with fingerprinting & its technology; work with established retention & disposition schedules; assists with strategic planning, provides training on subject matter duties; understand use of microfilm/microfiche & machines; attend relevant training & may provide training on related duty subject matter; travel to other police districts; assist with district records meetings; assist with staff meetings. Pursue ideas to improve customer services. Helps maintain program website; involved in project management. Assist with FMIS when necessary. other duties as assigned.

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, training 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:
Knowledge of the principles & methods of chain of command / supervision in order to receive provide direction, tasks assigned, train administrative support staff, Knowledge of data entry on computerized records management systems. Knowledge of federal, state & Navajo Nation laws, rules and regulations governing aspects of department operations; policies & procedures affecting work; standard office procedures and methods. Knowledge of Manuel and computerized records management report processing; general office police operations. Skill in use of array of office equipment; accurate data entry in the use of computer and related software. Skill in establishing and maintaining effective working relationships. Physical dexterity, ability to lift 20 to 30 bls. boxes hard copy documents, file folders. Some light computer hardware equipment, such as keyboards monitors.

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

Revised: 03.05.18