

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV15424256
POSITION NO: 244919
POSITION TITLE: Police Records Clerk

DATE POSTED: 07/08/22
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: Fiscal Recovery Fund Office / DPS - IMS Section - Window Rock, AZ

WORK DAYS: <u>MON - FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ57A</u>
WORK HOURS: <u>40/week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>25,243.92</u> PER ANNUM
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____
		\$ <u>12.09</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Position will be stationed at Division of Public Safety - IMS Section to assist in expediting the processing of Navajo Nation historical criminal records/criminal traffic history, police reports, general statistical data, work with established computerized records system management for American Rescue Plan Act (ARPA) and Navajo Nation Fiscal Recovery Fund (FRF) administrative/regulatory support cost positions; Maintain weekly, monthly, quarterly and yearly reports on number of ARPA/NNFRF related reports have been generated to expedite the hiring of individuals into these positions; coordinate with programs to maintain open communication with ARPA/NNFRF programs to ensure information is received and processed in an expedited manner. Serve as a resource to ARPA/NNFRF programs regarding Navajo Nation laws, regulations, policies and procedures relative to the Navajo Nation requirements for maintaining confidentiality of records for potential employees. Ensure timely delivery of generated Navajo Nation historical criminal records/criminal traffic history information to the Office of Background Investigations for ARPA/NNFRF programs; maintains positive working relationship with the Office of Background Investigations personnel to ensure ARPA/NNFRF administrative/regulatory support funded positions are hired in a timely manner. Attends training with the Navajo Nation Police Department/Information Management Systems Section and Navajo Nation Fiscal Recovery Fund Office to ensure ARPA/NNFRF paperwork is handled in a professional manner.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years clerical experience; 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:

Knowledge of applicable Navajo Nation, federal, state and local laws, statutes, ordinances, rules and regulations. Knowledge of standard office procedures and methods. Knowledge of records management and report processing. Knowledge of general police operations. Skill in the use of a variety of office equipment. Skill in use of a computer and related software. Skill in establishing and maintaining effective working relationships.

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