THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS03914324** DATE POSTED: **09/05/17**

POSITION NO: 241546 CLOSING DATE: **09/18/17**

POSITION TITLE: Records Clerk

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Crownpoint, New Mexico

WORK DAYS: Monday to Friday

WORK HOURS: 8:00 am to 5:00 pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB56A

$ 20,300.80 PER ANNUM

$ 9.76 PER HOUR

DUTIES AND RESPONSIBILITIES:

Files documents, purges and updates; enters data into Tribal Assistance System (TAS) as necessary. Forms include, but are not limited to the following: Department for Self Reliance (DSR) Application for Assistance, Appointment Notice, Case Narration, Decision Notice, Release of Information, Change/Message Report, Customer Referral Form, Customer Compliance/Referral Form to Department of Workforce Development, Voluntary Withdrawal or Termination Request, Case Record Transfer, Pending Verification Agreement, Statement of Truth, Turn Around Document, New Mexico/Utah Information Exchange/Referral/Compliance Form, Navajo Nation Department of Child Support Enforcement Referral, Monthly Income Worksheet, Employment History Verification, Household Composition Residence/Landlord Verification, Minor/Adult School Verification, Unearned Income Verification Form, Verification of Child Support, In-Kind Contribution Worksheet, Acknowledgement Form - Deprivation, Diversion, Personal Responsibility Plan, Work Readiness Assessment, Community Service Work Agreement, Employment Search, Work Participation Timesheet, Worksite Agreement Form, Transitional Support Worksheet, Fair Hearing Request, Notice of Informal Hearing, Informal Hearing Decision Notice, and Overpayment Calculation.

Creates customer records file by making individual folders; types labels of customer name and social security number, including processing name changes and updates other demographic information in files and in the computer. Ensures and maintains the confidentiality of all records in accordance with privacy laws and Navajo Nation policies and procedures. Maintains files in proper order via alphabetical and/or numerical, pulls customer records for appointments of eligibility processing or in the event of case staffing activities, files documents and re-files record. Maintains logs of records release transactions initiated by other DSR field offices.

Researches, retrieves, and releases documents as requested such as photocopies of customer transactions to other programs that may include, but are not limited to a Decision Notice, Change/Message Report, Employment History Verification, Verification of Child Support, Informal Hearing Decision Notice, etc. with the customer's written consent unless otherwise limited to only those persons who have a legally recognized need to know. Answers telephone, routes calls to appropriate staff member, takes messages; greets visitors and guides them to appropriate staff member. Prepares and submits required monthly, quarterly, and annual reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma or GED; and two (2) years clerical experience, including electronic filing systems.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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; computer software, word processing, database, and spreadsheet applications. SKILL IN: preparing a variety of records, reports, and correspondence using computer software; maintaining filing and records systems; use of a computer and related software; preparing clear and comprehensive reports; establishing and maintaining effective working relationships; applying judgment 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.