

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0214079

Date Posted: 09/12/11

POSITION NO: 943957

Closing Date: 09/23/11

CLASS CODE: 2252

POSITION TITLE: POLICE RECORDS CLERK

DEPARTMENT NAME: DPS/Navajo Police Department - Information Management Section

DEPARTMENT NO: 21 WORKSITE LOCATION: Toyei, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Mon. - Fri.

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 20,862.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Works independently with minimal supervision in conducting the following duties: Prepares police reports; maintains tracking system of criminal and civil reports turned in by Police Officers; received incoming reports; copies, files, and enters police reports into the computer/information system; may edit and copy reports for commissioned personnel; collects and processes reports for the district prosecutor(s) and/or judicial courts; prints and logs in reports; may refer reports to the Department of Criminal Investigations and/or the Federal Bureau of Investigations and other appropriate department/agency; conducts research; works with the computer/information system of Law Enforcement by backing up and securing information.

Compiles, records, and submits monthly and quarterly statistical reports to the District supervisors; types memorandums, correspondences; types and mail out invoices to businesses for reports that are still outstanding for payment; collects money for payment of reports; provides assistance to general public regarding police reports; and assists in court proceedings by records management and processing.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

Two (2) years clerical experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of office procedures, operations, and methods; knowledge and skill in records management and report processing; knowledge of all applicable Navajo Nation, State, and local laws, statutes, ordinances, rules and regulations; skill in computer applications and software; skill in effective communication both verbally and written format; skill in establishing and maintaining an effective and professional working relationship with co-workers and superiors.

License/Certification Requirements:

PREFERRED: A Valid Driver's State Drivers License

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99