THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS02112536**	DATE POSTED:	09/21/16
POSITION NO:	943963	CLOSING DATE:	10/04/16
POSITION TITLE:	Police Records Clerk		
DEPARTMENT NAME / WORKSITE:	DPS / Navajo Police Department / Window Rock, AZ		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AB57A
WORK HOURS:	8:00a.m.-5:00p.m.	PART TIME: ☐ NO. OF HRS./WK.:	$ 22,131.20 PER ANNUM
		SEASONAL: ☐ DURATION :	$ 10.64 PER HOUR
		TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Works independently with minimal supervision in conducting the following duties: Receiving and the official processing of criminal traffic history record (CTHR). Communication with Navajo Nation, State and Federal criminal justice programs – commissioned police officers, prosecutor, public defender, court personnel, probation, and investigators. Conducts necessary research with hard copy documents, archives, microfilm, microfiche, relevant computer data bases. Prepares CTHR in a routine, expedited manner for release to authorized individuals, personnel. Specific knowledge of Navajo Nation Privacy Act requirements or will be trained on and become knowledgeable of the NNPA. Very knowledge with records management procedures; received incoming reports, copies, files, and enters police reports into the computer/information system; works with commissioned personnel if challenges to official police report; collects and processes reports for the district prosecutor(s) and/or judicial courts; prints and logs in reports; may refer 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 program supervisor; types memorandums, correspondences; types and handles businesses transactions for reports; collects money order(s) for payment of reports; provides assistance to general public regarding police reports; and may be required to testify in court matters on records management procedures. Routine travel for official meetings, trainings and meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years clerical experience.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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 use of a variety of office equipment, Skill in use of computer and related software. Skill in establishing and maintain 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.