

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02210782 DATE POSTED: 09/21/15
POSITION NO: 240831 CLOSING DATE: 10/02/15
POSITION TITLE: Human Resources Records Clerk

DEPARTMENT NAME / WORKSITE: DHR/Department of Personnel Management/Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 8:00 am to 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.60 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Responsible for the maintenance of employee files by creating folders for all new hires, filing documents related to personnel records, i.e. personnel action forms, employment applications, certificates, performance appraisals, etc. ensuring that all confidential information remains secure and purging all inactive files; scans personnel records and/or documents by ensuring the document quality, i.e. legibility, paper quality, document type and size; works with central records management staff to archive inactive employees files; routinely monitors files for completeness in accordance with applicable policies and procedures. Works with employees who wish to examine their personnel files upon written request and releasing information from an employee's personnel records upon written authorization from employee; uses discretionary judgment when requested to disclose confidential personnel information on employees; may assist in the review and log in of employment applications, personnel action forms, performance appraisals, and related documents; may assist in special assignments and/or research related to personnel involving data collection and preparation of various documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- FMIS Certification.
 - Electronic Records Management Training; Alchemy Training.
 - Experience working with electronic records management systems.
 - Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- 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 standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques and equipment to make judgments regarding the optimal scanning equipment adjustments for various types of documents. Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively, orally and in writing; applying judgment in the release of confidential information.

<<A favorable background investigation is required>>

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