THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0398205**	Date Posted:	**09/23/13**
POSITION NO:	**241546**	Closing Date:	**10/04/13**
CLASS CODE:	**1306**		
POSITION TITLE:	**RECORDS CLERK**		
DEPARTMENT NAME:	**DSS/Navajo Nation Program for Self Reliance**		
DEPARTMENT NO:	**39**	WORKSITE LOCATION:	**Crownpoint, NM**
WORKS DAYS/HOURS:		POSITION TYPE:	GRADE: **R56A**
Days:	**Monday thru Friday**	Permanent: ☑	SALARY:
Hours:	**8:00 AM - 5:00 PM**	Temporary: ☐ Duration:	$ **19,136.00** Per Annum
		Part-Time: ☐ No. of Hrs/Wk: **40**	$ **9.20** 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: NNPSR, GA, and LIHEAP 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 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 NNPSR 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 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 duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)***

Special Knowledge, Skills and Abilities:

Knowledge of standard office practices and procedures; knowledge of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, and correspondence using computer software; skill in maintaining filing and records systems; skill in the use of a computer and related software; skill in preparing clear and comprehensive reports; skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Applicant must possess a valid state driver's license and be able to obtain a Navajo Nation Vehicle Operator's Permit within 90 of employment. Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS). **Position requires a background check and suitability assessment prior to employment.**

VETERAN'S 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***