

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR02214646 DATE POSTED: 11/07/17  
POSITION NO: 240831 CLOSING DATE: 11/21/17  
POSITION TITLE: Human Resources Records Clerk (2 Positions)  
DEPARTMENT NAME / WORKSITE: DHR/Department of Personnel Management - Window Rock, AZ.  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AI58A  
WORK HOURS: 8:00 am to 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,731.20 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.89 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Incumbent will be responsible for the maintenance of employee personnel records in Alchemy, DPM's automated filing system by creating folders for all new hires, scanning and indexing personnel action forms, employment application, educational requirements, licensure, certificates, performance appraisals and other DPM records, such as position classification questionnaires, job vacancy announcements, etc.; ensures document quality (i.e., legible, document type and size) of all scanned information; reviews employment packets to ensure that there are no duplicate documents being scanned; conducts incremental system back upon a daily basis and full back up each Friday; ensuring the confidentiality of all documents and records; shreds scanned documents; completes employment verifications, completed years of service calculations; assists in the research of employment documents, when requested; works with employees and employers who wish to review their personnel records or release of information and ensures that appropriate authorization is provided; uses discretionary judgment in disclosing confidential information when requested; provides assistance with front desk coverage in the absence of the Office Specialist; may assist with special assignments.

**Minimum Qualifications:**

- A high school diploma / GED; and two (2) years clerical or records management experience; or an equivalent combination of education and experience.

**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.

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