

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0768282

DATE POSTED: 11/04/13

POSITION NO: 241387

CLOSING DATE: 11/18/13

POSITION TITLE: HUMAN RESOURCES RECORDS CLERK

DEPARTMENT NAME / WORKSITE: Tse Bonito, NM

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y58A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40</u>
	SEASONAL: <input type="checkbox"/>	\$ <u>23,420.80</u> PER ANNUM
	TEMPORARY: <input type="checkbox"/>	\$ <u>11.26</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision by the Manager, the individual will be responsible for managing customer services, office support, and administrative and operational support duties that will include but not limited to the following: Maintain and improve the customer service plan. Provide routine front office management and operational clerical support such as screening telephone calls, take message, records management, assisting the public, scheduling, etc. Establish and improve an effective records management system such as scans, file management, computerized data management, etc. Ensure all confidential and privacy information is safe and secure, and implement storage and retrieve records and data, and backup systems. Composes and edits correspondence, spreadsheets, PowerPoint, and other such documents. Ensure quality and quantity of background check documents received such as ensuring the document quality, legibility, accuracy, completeness, document type, etc. Will assist in maintaining a fund management plan for revenue generated; may receive money orders, prepare receipts of payment and log in money received on a financial spreadsheets. Assist in preparing invoices, calculate taxes, and fees. Prepare background check request and payment for postal mailing; complete the required background check document processes. Assign background check case number, maintain case management, ensure all required documents, forms are completed. Establish an automated system for tracking and follow-up for employees three-year renewal background check, and 72-hour employee/supervisor incident notifications. Occasionally perform fingerprinting duties when needed. Perform cleaning duties, and keep the office neat, organized, and clean.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A High School Diploma or GED; and two (2) years of 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, 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 clerical and office support practices and procedures. Knowledge of manual and automated filing and records systems. Operate computer software, word processing, Microsoft Professional, internet browser, database and spreadsheet applications and email systems, etc. Knowledge of establishing a backup systems of documents in all types and forms. Skill in records management, retention, retrieval, and queries of hardcopy and electronic documents. Knowledge in basic Accounting practices. Skill in establishing and maintain effective working relationship and teambuilding with others. Skill in working with the general public provide customer service. Skill in effective communication including English composition, grammar and follow oral and written to instructions to its completion. Must be able to apply judgment in the release of confidential information. Proficient in speaking Navajo language is preferred. Ability to understand, interpret and apply appropriate laws and regulations pertaining to background check and adjudication. A valid fingerprinting certification preferred but not required.

License/Certification Requirements

Must possess a valid driver's license. Must obtain a favorable background check.

Special Requirements:

This position requires a Background investigation and a suitability assessment prior to employment.

VETERANS' PREFERENCE APPLIES

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