

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

REQUISITION NO: LB08112802

DATE POSTED: 11/07/16

POSITION NO: 243698

CLOSING DATE: 11/21/16

POSITION TITLE: Records Clerk

DEPARTMENT NAME / WORKSITE: LB /Navajo Nation Office of Legislative Services/Window Rock, Arizona

WORK DAYS: Mon. - Fri. REGULAR FULL TIME:  GRADE/STEP: AB56A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,300.80 PER ANNUM

SEASONAL:  DURATION : \$ 9.76 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Records Clerk Responsibilities: Under general supervision of the Policy Analyst performs a wide range of records management tasks of moderate difficulty. Tasks include the handling of legal Navajo Nation documents such as resolutions, legislations, committee reports, journals, tapes, excerpts, and meeting minutes from as far back as 1955 to present day; Identify permanent and temporary records in accordance to Federal Records Retention Schedule; Assist with the creation of a resolution archive system to ensure easy electronic assessment by the Legislative Tracking Section; Establish a consistent and updated listing of all identified legislative records; Assist with the closeout of all resolutions and ensuring OLS records correspond to Navajo Nation Records Management; The Records Clerk will work closely with the Legislative Tracking Section to initiate legislations through the legislation tracking website (DiBB). Records Clerk shall be technical savvy with the ability to administer a website (DiBB).

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(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 the function of the three branch government specifically the Legislative Branch which includes but is not limited to Navajo Nation Council, the five (5) standing committees and the various subcommittees; knowledge of the legislative process; knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques; Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively orally and in writing in a professional manner; applying judgement in the release of confidential information. Possess a valid state driver's license. Must be able to obtain a Navajo Nation Vehicle Operator's Permit

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