

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01016692

DATE POSTED: 11/30/18

POSITION NO: 947100

CLOSING DATE: 12/13/18

POSITION TITLE: RECORDS CLERK (TEMPORARY)

DEPARTMENT NAME / WORKSITE: DOJ/ Office of the Prosecutor/ Shiprock, NM

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AR56A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 21,320.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 10.25 PER HOUR

NON-SENSITIVE TEMPORARY: 12 weeks

DUTIES AND RESPONSIBILITIES:

Under general supervision maintain and expand current hard copy/electronic filing of legal correspondences, documents, forms, reports, and etc. Prepare documents for proper disposal and possible storage for archiving. Maintain routine office files. Prepare files in conform to uniformed filing system. Must maintain a high level of confidentiality due to the nature of the files.

Assist with greeting the public and directing them appropriately, answers telephone calls, routes calls and takes messages; receives, logs and distributes incoming and outgoing mail; makes photocopies; completes minimal clerical typing; prepares files accordingly; scans files electronically; assist in maintaining the a healthy working district office; and assist in non-routine assignments.

Knowledgeable of a computer software, word processing, database and spreadsheet application.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; completion of two (2) years of clerical experience; including electronic filing systems; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license
- 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:

Knowledgeable in legal office policies, practices and procedures. Knowledge of the principles, practices and methods of legal terminology, documents, and records management.

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