THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0769597**	DATE POSTED:	**12/01/14**
POSITION NO:	**241388**	CLOSING DATE:	**12/12/14**
POSITION TITLE:	**Human Resources Background Check Technician**		
DEPARTMENT NAME / WORKSITE:	**DHR/Office of Background Investigations / Tse Bonito, New Mexico**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate to complex difficulty in providing investigatory and programmatic functions in the background check processes. Completes investigations for decrease turnaround time of background checks. Improves procedures, processes, model, checklist, etc. for thoroughness and timeliness. Provides technical assistance to personnel in procedures, processes, applicable laws and regulations, etc. Obtains dispositions and outcomes from courts and agencies to identify, analyze and interpret for adjudicative use. Prepares the Investigative Report, and Certificate of Investigation and Adjudication. Verifies all documents such as investigative reports, required forms, security application packet, fingerprint cards such as inventory sheet, mail log, field cash receipts, reports, etc. Occasionally conducts customer fingerprinting and maintains related reporting. Attends and participates in meetings. Occasionally perform field visits for Intake and other services. Assists in establishing minimum standards of character. Develops and maintains inter-agency collaborative protocol, agreements, and working relationships. Contributes toward Fund Management Plan objectives and activities. Contributes to meeting program performance and assigned special projects. Ensures completeness and accuracy of all work products. Implements and improves use of automated tracking, database systems, software, reporting, and control functions for related data and confidentiality. Performs research for programmatic and operational purposes. Contributes to customer satisfaction and services such as orientations, trainings, website development, workshops, etc. Provides presentations to programs and public. Prepares correspondences and reports submitted to the Manager. Attends developmental trainings and provides cross training for staff. Prepares correspondences for suitability assessment to governmental entities to secure additional administrative information. Maintains daily activity log and updates investigative case notes. Improves and strengthens operating service policies and procedures. Improves internal control mechanisms and procedures for accountability. Identifies, gathers and reviews records and documentary findings. Studies criminal reports and court documents then corroborates information contained in case records. Explores and develops facts and information as needed. Locates, retrieves and substantiates documentation. Determines scope, elements and direction of investigation for thoroughness. Performs other work as assigned. Ensures confidentiality according to the Navajo Nation Privacy and Access to

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED with 6 to 12 months of specialized training in general office procedures; and three (3) years of responsible office support work experience.

Preferred Qualifications:

- An Associate's degree in Business, Computer Information or related field.
- Four (4) years of investigative technical support work experience.
- Background investigations and Adjudication Training.
- FMIS Certification.

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 related laws, policies and procedures. Knowledge of fingerprinting methods and techniques. Knowledge of computer software programs and applications. Knowledge of interpreting criminal history reports. Skill in the operational use of office equipment. Skill in communicating effectively both orally and in writing. Skill in a variety of clerical and office functions. Skill in improving effective working relationships. Skill in research and preparing complex technical reports. Able to provide technical assistance for program purposes. Able to work independently and make appropriate decisions. Able to interpret and analyze laws, policies and procedures. Able to improve customer service and teambuilding. Able to prioritize caseloads and work assigned to meet deadlines. Able to apply sound judgment in the release of confidential information. Able to interpret and analyze information and provide technical advice and guidance. Able to maintain efficient working relationship with agencies. Able to use of software and system maintenance

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