

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

REQUISITION NO: DGS1248350

DATE POSTED: 12/16/13

POSITION NO: 240925

CLOSING DATE: 12/30/13

POSITION TITLE: Records Clerk

DEPARTMENT NAME / WORKSITE: DGS/Workers' Compensation Program, Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: Y56A

WORK HOURS: 8 am-5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 19,718.40 PER ANNUM

SEASONAL:  Duration: \_\_\_\_\_ \$ 9.48 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Sort through all physical records to include letters, memos, weekly office schedule, work orders, monthly tribal vehicle mileage logs and other important incoming documents and maintain an in-coming mail log. Develop and maintain a file log and physical log for all important documents such as tribal vehicle mileage reports, weekly office schedule, copies of approved travel authorization forms and etc. Ensures that workers' compensation claim files are properly closed and all documents are placed in the file and prepares the claim file for final storage in a physical filing cabinet. Performs regular maintenance of the achieved filing system and expands the achieved filing as needed. Must maintain a good filing system for active and inactive claim files for immediate excess if there is a need by claim staff and program supervisor. The Record Clerk will also answer the telephone and routes calls or take messages, mail out-going letters, make copies of documents, fax documents and greet customers. There will be other duties that will be assigned by the program supervisor as the need arises.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED and two (2) years of clerical experience; or and equivalent combination of education, training and experience which provides he capabilities to perform the described duties.

*(In order 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 and computer software, specifically, Microsoft Office Applications. Skills in maintaining filing and records systems. Skill in establishing and maintaining effective working relationships.

**Special Requirements:**

**(Preferred)** Applicant must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

Work involves a minimum of physical effort in an office setting. **Position entails a lot of heavy lifting (50 pounds or more)**

**VETERANS PREFERENCE APPLIES**

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