

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR01711391
POSITION NO: 243533
POSITION TITLE: _____

DATE POSTED: 02/01/15
CLOSING DATE: 02/12/16

Records Clerk

DEPARTMENT NAME / WORKSITE: Division of Human Resources - Department of Retirement Services - Window Rock, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB56A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 9.76 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The primary duties and responsibilities is to prepare all documents for scanning received by Navajo Nation. Prep document for internal scanning and prepare documents for internal file. Separate documents in section by retirement plan types: Defined Benefit, Defined Contribution and Deferred Compensation. Assign and Create document name on scanned file and label for resource. Remove all staples, tape, etc. Flatten documents for easy scanning, Identify torn, taped or small print for scanning, copy document for proper scanning. Verify and prepare each document for scanning and batching with labels and place documents in Scanner. After scanned document is complete, put into Created file, Identify each page has been scanned, if necessary document may have to be re-scanned. Prepare files in the file room, maintain open and closed files, maintain inventory, file documents into each Retirement folders: Term Vested, Not Vested for Defined Benefit files, 401(k) plan files, Deferred Compensation files and entities files (NFPI, NAPI). Keep files updated in eepoint, research records of clients; when necessary, enter, distribute and maintain records. Organize and file any microfiche records. Maintain Confidentiality of scanned file or files in accordance with Navajo Nation Personnel Policies, Governmental Policies, and regulations. May require to perform basic maintenance on office equipment, eepoint software, FMIS/HRIS system, Alchemy and/or software.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- College courses in Business, Human Services, or related field.
- Proficient in Microsoft Office software or other computer applications

Special Requirements:

- Possess a Valid State Driver's License and the ability to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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 Microsoft Applications, such as Word, Excel, Power Point; Knowable of scanning paper documents from Scanner; Knowledgeable of the Navajo Nation Human Resource Information System, Financial Management Information System software to retrieve information pertinent to compile personnel census data; Ability to use Alchemy the DPM-HR Document Retrieval System; ability to use eepoint (Internal software) for retrieval of pension information.

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