

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DHR02211425</u>	DATE POSTED:	<u>02/01/16</u>		
POSITION NO:	<u>204569</u>	CLOSING DATE:	<u>02/12/16</u>		
POSITION TITLE:	<u>Human Resources Records Clerk</u>				
DEPARTMENT NAME / WORKSITE:	<u>Department of Personnel Management/Window Rock, Navajo Nation, Arizona</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>
WORK HOURS:	<u>8:00 am to 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Incumbent will be responsible for the maintenance of employee personnel records in Alchemy, DPM's automated filing system by creating folders for all new hires, scanning and indexing personnel action forms, employment application, educational requirements, licensure, certificates, performance appraisals and other DPM records, such as position classification questionnaires, job vacancy announcements, etc.; ensures document quality (i.e., legible, document type and size) of all scanned information; reviews employment packets to ensure that there are no duplicate documents being scanned; conducts incremental system back up on a daily basis and full back up each Friday; ensures the confidentiality of all documents and records; shreds scanned documents; completes employment verifications; completed years of service calculations; assists in the research of employment documents, when requested; works with employees and employers who wish to review their personnel records or release of information and ensures that appropriate authorization is provided; uses discretionary judgment in disclosing confidential information when requested; provides assistance with front desk coverage in the absence of the Office Specialist; may assist with special assignments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- FMIS Certification.
- Electronic Records Management Training; Alchemy Training.
- Experience working with electronic records management systems.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- 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:

Knowledge of standard office practices and procedures; manual and automated filing systems; computer software, word processing, database and spreadsheet applications; scanning techniques and equipment to make judgments regarding the optimal scanning equipment adjustments for various types of documents. Skills in preparing a variety of records, reports and correspondence using computer software; communicating effectively, orally and in writing; applying judgment in the release of confidential information.

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