THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0228619**	DATE POSTED:	**04/08/14**
POSITION NO:	**240830**	CLOSING DATE:	**04/21/14**
POSITION TITLE:	**Human Resources Technician**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Personnel Management - Window Rock, AZ**		

WORK DAYS:	Mon - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	Y60A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 27,768.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.35	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provide technical support to the Recruitment Section within the Department of Personnel Management. Duties include logging in of all incoming applications checking to ensure that application forms are complete and meet the closing deadline; notifying applicants of incomplete applications by mail, telephone or email; updates application database and forwards applications to the respective Human Resources Analyst; maintains files of applications that are not qualified; purges applications after six months of inactivity; provides assistance to applicants on the status of their applications; assists programs with interpretation of applicable Navajo Nation Personnel Policies and Procedures; assists with the preparation and posting of the Job Vacancy Announcements; updates and maintains database of all applications received, processed and returned; may participate in recruitment activities such as job fairs; assists with employee orientations and presentations; uses discretionary judgment when responding to requests for confidential information on applicants or employees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* **High School diploma or GED; and three (3) years responsible office support experience in a human resources office.**

Preferred Qualifications:

* **Six (6) to twelve months of specialized training in general office procedures.**
* **Progressively responsible experience working in a human resources office.**
* **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: Navajo Nation human resources policies and procedures; computer software, database and spreadsheet applications; skill in: preparing a variety of records, reports and correspondence using appropriate format; communicating effectively both orally and in writing; applying judgment in the release of confidential information; ability to interpret and analyze informational needs and provide technical advice and guidance on HR actions and processes.

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