THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0222555**	Date Posted:	**11/08/10**
POSITION NO:	**201840**	Closing Date:	**11/22/10**
CLASS CODE:	**1419**		
POSITION TITLE:	**HUMAN RESOURCES TECHNICIAN**		
DEPARTMENT NAME:	**Department of Personnel Management**		
DEPARTMENT NO:	**22**	WORKSITE LOCATION:	**Window Rock, AZ**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N600A**
SALARY:
$ **26,020.80** Per Annum
$ **12.51** Per Hour

DUTIES AND RESPONSIBILITIES:
Performs specialized and technical tasks, such as entering confidential applicant information in the Human Resources Information System (HRIS), verifying information on the JVA, prepares and posts JVA/listing on the DPM website ensuring the accuracy and completeness of all information provided on documents submitted, and participates in informational presentations; creates new applicant and position files; responds to inquiries regarding recruitment and selection procedures. Follows established policies and procedures in processing and filing various personnel data forms; prepares or issues standardized referral or rejection letters and other routine correspondence; develops and maintains files, records and other documents; prepares personnel reports for departments and programs. Maintains confidentiality of decisions, actions and recommendations; participates in special recruitment and outreach activities, such as job fairs, employee orientations and applicant consultations; may participate in the development and recommendation of procedural improvements; uses discretionary judgement when requested to disclose confidential personnel information on applicants and/or employees.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; supplemented by 6 to 12 months of specialized training in general office procedures; and

Experience:
Three (3) years responsible office support experience in a human resources office; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Fluent in both the Navajo and English languages. **(to receive full credit for education/training, applicant must submit copies of collge transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:
Knowledge of Navajo Nation's human resources policies and procedures; of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence using appropriate formats; communicating effectively, orally and in writing; in applying judgement in the release of confidential information; maintaining filing and records systems. Ability to interpret and analyze informational needs, and provide technical advice and guidance on human resources processes; create, compose and edit written materials; to analyze and resolve problems.

VETERANS PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***