THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0222556** Date Posted: **11/08/10**
POSITION NO: **240831** Closing Date: **11/22/10**
CLASS CODE: **1424**
POSITION TITLE: **HUMAN RESOURCES RECORDS CLERK**
DEPARTMENT NAME: **Department of Personnel Management**
DEPARTMENT NO: **22** WORKSITE LOCATION: **Window Rock, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N58A**
Days: **Monday - Friday** Permanent: ☑ SALARY:
Hours: **8:00 am - 5:00 pm** Temporary: ☐ Duration: $ **21,944.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **10.55** Per Hour

DUTIES AND RESPONSIBILITIES:
Maintains official personnel employee files by scanning processed Personnel Action Forms and other personnel related documents. Maintains and ensures the security and confidentiality of all files; scans and indexes all paper files accurately using a document imaging computer system and ensuring document quality; conducts written and/or verbal employment verifications on Navajo Nation employees in accordance with established policies and procedures; computes service, accrual computation dates and other employment related dates. May assist in special assignments and/or research related to personnel involving data collection and preparation of various documents. Assists at the front desk with greeting clients, answering telephone, faxing of documents upon request; and other duties and functions as appropriate.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

Experience:
Two (2) years clerical experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:
Knowledge of computer software, word processing, database and spreadsheet applications; scanning techniques and equipment to make judgments regarding the optimal scanning equipment. Skill 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.

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***