

RECORDS CLERK

DEFINITION: Under general supervision, performs work of moderate difficulty in performing specialized clerical work related to the maintenance of department records; assists supervisor in planning and carrying out the filing and coding systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Maintains an electronic and/or hard copy filing system by setting up files, filing documents, purging and updating; enters data into appropriate information system; makes folders for appropriate subject; types routine correspondence, reports, label and forms; makes photocopies; assists in researching, retrieving and releasing documents requested; prepares required reports.

Answers telephone and routes calls, takes messages; greets and refers visitors to appropriate staff; responds to routine inquiries that requires judgment in determining the type of information that may be released; may handle routine office operations for time sheets, payroll, office supplies and forms.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of standard office practices and procedures.
Knowledge of computer software, word processing, database and spreadsheet applications.
Skill in preparing a variety of records, reports and correspondence using computer software.
Skill in maintaining filing and records systems.
Skill in the use of a computer and related software.
Skill in preparing clear and comprehensive reports.
Skill in establishing and maintaining effective working relationships.
Skill in applying judgment in the release of confidential information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

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.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.