



VACANT, President

Craig Tsosie, Vice President

Christopher T. Bahe, Secretary/Treas.

Brenda Jesus, Council Delegate

Raymond Castillo, Grazing Official

Teresa Tabaha, AMS

Dr. Buu Nygren, Navajo Nation President  
President

Richelle Montoya, Navajo Nation Vice

## **Job Vacancy Announcement** **Temporary PEP Employment**

### **Records Clerk**

**Open date: August 20, 2025**

**Closing date: Open until filled**

**Monday – Friday: 8:00 am to 5:00 pm**

**Hourly Rate: \$12.59**

**Employment applications are available at the Administration Office**

#### **Duties and Responsibilities:**

- Maintains an electronic and/or hard copy filing system by setting up files.
- File records/documents.
- Purge and update records.
- Enters data into appropriate information systems.
- Makes folders for all records/files.
- Types correspondences and reports, labels, files, and forms.
- Photocopy records
- Research, retrieve and release information/documents as requested.
- Prepares reports as needed.
- Answers telephone calls and takes messages.
- Greets the general public/community membership.
- Assists with office operations (i.e. time sheets, payroll, office supplies and forms).

#### **Knowledge, skills and abilities:**

- Knowledge of Computer Operations/Software.
- Skill in filing and maintaining records systems.
- Excellent customer service skills. .
- Ability to understand both the Navajo and English languages
- Ability to communicate both orally and in writing.

#### **Other requirements:**

- Driver's License or State ID

**ST. MICHAELS CHAPTER – P.O. BOX 829 – ST. MICHAELS, ARIZONA 86511**

Phone: (928) 871-7842 - Email: stmichaels@navajochapters.org

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