



**Records Technician (2 Positions)**

**Tracking Code: 192883**

**Job Description**

**INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : Document Management Department – Window Rock, AZ  
**SALARY** : \$17.3544 per hour  
**CLOSING DATE** : Friday, November 28, 2025, at 5:00 p.m.

**Class Summary:**

This class is the first of three levels in the Records Management series. Incumbents compile, track, organize, and maintain physical and electronic documents in accordance with NAHASDA/HUD regulations and internal NHA policy and retention schedules. Responsibilities may include maintaining on-site and off-site records storage; utilizing a document tracking system(s); tracking incomplete documents; ensuring the security of records; labeling, classifying, indexing, and inventorying records; retrieving records; and providing related customer service to other NHA departments. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

**Responsibilities:**

- Reviews and processes a variety of records, forms, documents, and/or other information in assigned area of responsibility, ensuring completeness and accuracy of information.
- Prepares and maintains files and records in assigned area of responsibility; labels, classifies, and indexes records; inventories and organizes files and records.
- Gathers materials to be filed; sorts and classifies information.
- Inputs a variety of data and information into applicable spreadsheets, databases, and/or other related sources. Tracks documents and utilizes a document tracking system.
- Responds to requests for information related to records, reports, and/or general information in assigned area of responsibility. Responds to inquiries and provides customer support when necessary.
- Performs other duties of a similar nature or level.

**Required Skills:**

- Reviewing records and files and identifying potential or existing problems/issues;
- Reviewing and processing a variety of forms, data, information, and paperwork;
- Providing customer service;
- Using modern office equipment;
- Utilizing filing and recordkeeping systems;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Required Experience:**

- Valid Driver's License
- Associate's degree or two-year technical certificate
- One year of records management and/or advanced administrative support experience

**How to Apply:**

Applicants must submit a completed online NHA application at <https://navajohousingauthority.org/jobs.html>. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.