DUTIES AND RESPONSIBILITIES:
Under general supervision, performs specialized clerical work involving the collection, compilation, verification and reporting of statistical data dealing with Early Childhood Program (AzEIP and NM FIT KIDS), with few problems that are of a non-controversial nature; performs related work as assigned. Gathers, collects, assembles, and compiles quantitative program data of varied sources; assures accuracy of data collected comply with reporting procedures and requirements; summarizes and verifies data retrieved; develops reports of computations and compilation that are of a recurring nature; prepares reports where several program entities, offices and individuals participate in reporting and collecting program data. Enters data compiled into department and/or program database; maintains computerized collection and tracking of relevant data; utilizes specified statistical software to analyze and interpret research data as appropriate to the specified program or management unit; reviews and edits data to provide complete and accurate information; follows up to resolve problems or clarify data use/collection; clarifies instructions and monitors use of statistical reporting formats and processes.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma/GED; and two (2) years of experience in the collection and maintenance of data records management and Federal Program Reporting; or an equivalent combination of education and experience.

Special Requirements:
• Possess a valid state driver’s license.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Knowledge of applicable Navajo Nation, federal, and state reporting requirements. Knowledge in collection of recording of statistical data. Knowledge of computer spreadsheet and/or database applications in the compilation of reports and/or findings. Knowledge of mathematical application in computing and reporting quantitative information. Knowledge in calculating data from numerous sources and maintaining accuracy. Skill in applying basic mathematical equations in support of scientific research studies. Skill in the use of database management, word-processing, spreadsheet, and/or presentation software. Skill in applying judgment in the release of confidential information. Skill in use of reporting database or computerize reporting system.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.