

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11717026

DATE POSTED: 01/31/19

POSITION NO: 244030

CLOSING DATE: 02/21/19

POSITION TITLE: Statistical Technician

DEPARTMENT NAME / WORKSITE: Division of Aging and Long Term Care Support - Crownpoint, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR57A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 23,254.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Data entry of congregate and home delivered meal units, entering units from registration, intake forms of client information which includes nutritional, functional, closure of accounts, inputting monthly units, monitoring and review of data. Review and reconciling of statistical reports for C1 Congregate, C@ Home Delivery, Social Services and Transportation units. Scheduling of audits for the Agency office and the Senior Centers, providing training of updates issued by the state. Creating demographic reports on spreadsheets. Communication with Arizona DAARS support staff for any problems, communicating with AZ DES Aging staff, communicate with AOA representatives. Coordinate and generate monthly data for Title III and Title VI federal reporting. Must attend meetings with Federal, State, Tribal and Local organizations/agencies.

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:

- A favorable background investigation.
- Possess a valid state driver's license.

(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:

Proficiency in Microsoft Office software & State Data Systems - DAARS, SAMS or other computer applications.

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