

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0443064

Date Posted: 04/11/11

POSITION NO: 934589

Closing Date: 04/22/11

CLASS CODE: 2003

POSITION TITLE: STATISTICAL TECHNICIAN

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8AM - 5PM

Temporary:

Duration: \_\_\_\_\_ \$ 20,862.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.03 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs specialized clerical work, involving the collecting, compilation, verification and reporting of statistical data dealing with production figures, status of work projects, unit costs, etc. with few problems that are of a non-controversial nature; 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 uses/collection; clarifies instructions and monitors use of statistical reporting formats and processes.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

Two (2) years experience in the collection and recording of statistical data; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Ability to communicate effectively in English and in the Navajo language. Skills in providing technical computer training to program staff. Ability to work with people with disabilities.

**License/Certification Requirements:**

**PREFERRED:** Valid Drivers License (State), and must acquire a Tribal Permit within thirty (30) days.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 1-15-99**