

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNRO1320987

DATE POSTED: 05/03/21

POSITION NO: 242989

CLOSING DATE: 05/14/2021 by 5pm

POSITION TITLE: Computer Operator

DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Department/Chinle, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ56A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 10.77 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 22,487.76 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide computer operational assistance to the Navajo Land office (NLO), agency offices by scanning and uploading accurate electronic data's into the Navajo Land Title Data Systems (NLTDs) for archiving, recording, retrieval of digitized data, and document control at three (3) redounded storage sites within the United States to secure the massive Navajo Land records. Monitor and control electronic digital optimal scanning of all documents, insure the scanning is legible and link to appropriate documents for retrieval and uploading. Operate high speed printer equipment, large map scanners and provide manual storage for the original Navajo Land documents into the storage facility for file management and archives in accordance with established records management procedures. Upload data of all current and approved homesite leases, Right-of-Ways, Utility Easements, Telecommunication Cell Tower leases, Permits, and other pertinent legal documents of the Navajo Nation into the NLTDs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of related computer, data entry experience; or an equivalent combination of education and experience.

Special Requirements:

- 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:

Navajo Land Department provides direct services to the Navajo people; as a result, candidate must be able to communicate in Navajo and English languages to the general public. Work requires lifting and carrying paper, supplies and materials weighing up to 40 lbs.

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