

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: LB0037801
POSITION NO: 240213
CLASS CODE: 2003

Date Posted: 05/06/13
Closing Date: 05/17/13

POSITION TITLE: Statistical Technician
DEPARTMENT NAME: Eastern Navajo Land Commission
DEPARTMENT NO: 003 WORKSITE LOCATION: Crownpoint, NM (CPN)
WORKS DAYS/HOURS: POSITION TYPE: GRAD R57A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: SALARY: \$ 20,862.40 Per Annum
Part-Time: No. of Hrs/Wk: 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Gather data, electronically or by manual copies of information on land, community project development activities. Review and analyze collected data for development into program information for planning land use activities and for decision-making by office staff or by oversight authorities. Utilize compiled data for projections or estimating timeframes, perimeters of projects, or for reporting statistical data. Set up data for reports, project discussions, land acquisition negotiations, and other qualifying land assessment activity. Analyses to involve land data, ownership characteristics, topography, project dimensions, land exchange determinates, statistical tables, diagrams, and spatial data for map preparations. Prepare and present to entities, chapters, committees, or governmental units. Collect in the field GPS coordinates, meet with project sponsors, chapter officials, etc. for generating reports for the office and the Commission. Ascertain dimension data on projects, i.e., corridor widths, ROW distances, and other project descriptions, including contact information and land type to be used. Provide support work to GIS operation with data entry, researching and downloading needed data. Provide assistance to communities with GIS data and mapping. Develop needed project reports to be shared with communities and Commission. Provide internal administrative reports, provide verbal reports at staff and Commission meetings. Conduct other duties as maybe assigned by the GIS Technician or the Executive Director.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Preferred: At least two years of college education with field work in GPS or GIS Application; Geography, or Cartography.

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.

Preferred: Experience with data collection, analyst, and technical report writing preferably in the area geography or land base, land use statistics.

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

Special Knowledge, Skills and Abilities:

Handling of computer equipment and use of software for GPS equipment and desktop GIS application; Handling of peripherals such as GPS field units, map plotters, and printers; Ability to collected data into presentable statistical documentation; Skill in converting attribute data into statistical tables; Applying GIS for analyses and presentations; and Ability to communicate and work with others, including the public and elected officials.

License/Certification Requirements:

Any certification in GPS/GIS application-related training **preferred** but not requisite.

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, **preferred**.

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