

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02415535

DATE POSTED: 05/31/18

POSITION NO: 949736

CLOSING DATE: 06/14/18

POSITION TITLE: Vital Statistic Technician

DEPARTMENT NAME / WORKSITE: Navajo Office of Vital Records and Identification / Fort Defiance, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI58A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 24,731.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.89 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Maintains (manual/electronic) vital records and membership information. Accurately records birth, death, divorce, marriage, adoption, and other changes in family status; Prepares and issues certified Certificates of Navajo Indian Blood, and records vital statistics of enrolled members; Responsible for creating and maintaining excellent interpersonal and public relations. Compose effective messages (paper/electronic); Performs moderate data entry, complex lineal research, enrolls and verifies enrollment, and performs general clerical work; Familiarity with the Microsoft Office productivity software, Internet and Statistics; Maintain Confidentiality and; Provide assistance to Agency Vital Statistics Technician(s) with data verification and research.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by college courses; three (3) years of experience in records management; or an equivalent combination of education and experience.

Special Requirements:

- Possess a Valid State Drivers 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:

Strong verbal and written communication skills. Must be accurate, quality and detailed oriented and works with little to no supervision. Ability to speak and interpret the Navajo language. Must be team player and flexible.

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