

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06224420

DATE POSTED: 07/29/22

POSITION NO: 242444

CLOSING DATE: 08/11/2022 by 5pm

POSITION TITLE: Statistical Technician

DEPARTMENT NAME / WORKSITE: Agriculture - Veterinary Management / Tse Bonito, NM

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ57A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,243.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 12.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Will gather, collect and compile data from a variety of sources and formats. Establish a quality assurance system for the data collected to verify information to accurately reported and complete. Summarize data collected in a uniformed reporting format for review and distribution if needed. Draw conclusions from the information gathered and compile report on materials to be communicated verbally and written formats. Maintain documentation on information gathered for reference. Work with livestock owners, grazing officials, land and farm board members, and officials from local chapter houses to provide community outreach and education on the data collected and application process required. Maintain files on completed and incomplete applications.

Enter data into two (2) secured web-based data systems. Maintain and track all information added to the data systems - date and time. Utilize street atlas software and Google Earth imaging for mapping location of application location. Clarify GPS coordinates as needed. Obtain field GPS measurements if needed to complete applications. Review and edit data to provide complete and accurate information. Contact applicants with incomplete applications to assist with completing application in a timely manner. Compile tag incentive administration for qualified registered applicants. Will gather, collect, and compile data for our special projects. Summarize data from special projects and prepare documentation for review.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma/GED and two (2) years of experience in data entry with at least one (1) year of experience with data entry on the Standard Premise Registration System, Animal Identification System or street atlas software; 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:

Must be computer literate. Must be familiar with utilizing computer software: Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access.

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