

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

REQUISITION NO:	<u>DHR02414359</u>	DATE POSTED:	<u>09/14/17</u>
POSITION NO:	<u>943851</u>	CLOSING DATE:	<u>09/27/17</u>
POSITION TITLE:	<u>Vital Statistics Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Office of Vital Records and Identification / Fort Defiance, AZ</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00am-5:00pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u>                    </u>
		DURATION :	<u>                    </u>
		GRADE/STEP:	<u>AB58A</u>
		\$	<u>24,128.00</u> PER ANNUM
		\$	<u>11.60</u> PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Maintains manual and electronic vital records and enrollment membership data. Responsible for accurate recording of information of birth, death, divorce, marriage, adoption, and other changes in family status. Prepares and certifies the Certificate of Navajo Indian Blood [CNIB], and records vital statistics of enrolled members; responsible for creating and maintaining excellent interpersonal and public relations. Compose effective messages; performs moderate data entry complex lineal research, enrolls and verifies enrollment and performs general clerical work; familiarity with Microsoft Office productivity software, internet and statistics; maintain confidentiality and provide assistance to the Window Rock Central Office staff with any verifications and research, as needed.

**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 driver's license.
- A favorable background investigation is required.

***(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:**

Basic knowledge of database management systems and electronic records management; a good understanding of confidential records policies and procedures; ethics of public relations. Skills in both writing and oral communication, and ability to work under constant demand. Ability to speak and interpret in the Navajo Language.

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