THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0829289**	DATE POSTED:	**09/22/14**
POSITION NO:	**932164**	CLOSING DATE:	**10/03/14**
POSITION TITLE:	**STATISTICAL TECHNICIAN**		
DEPARTMENT NAME / WORKSITE:	**DHR/Navajo Department of Workforce Development, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y57A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 21,486.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 10.33	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs job duties under the supervision of the MIS Unit Supervisor. Performs quality assurance reviews of WIA program enrollments and verifies program eligibility documents and requirements. Composes Corrective Action Requests to address deficiencies detected in program records. Formats MS Excel spreadsheets (rosters) to track all program enrollments and any subsequent transactions. Prepares program statistical performance reports for assigned Workforce Centers. Prepares file folders, file labels, and organizes participant records in conformance with MIS Unit procedures. Performs data entry of WIA participant records into the WIA reporting systems. Extracts needed reports from the WIA reporting systems and verifies them for accuracy. Provides technical assistance and training to NDWD field staff.
Implements NDWD policies, federal regulations and the Workforce Investment Act to perform job duties. Prepares inactive records for storage and conducts research for requests for work histories. Composes office correspondences, progress reports and trip reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A high school diploma or GED; and two (2) years of experience in the collection and maintenance of data records management and Federal Program Reporting.

Preferred Qualifications:

* College courses in Business Administration or General Studies.
* Proficient in Microsoft Office Software or other computer applications.

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 have experience in performing data-entries in a reporting system. Must be able to perform mathematical calculations and format MS Excel spreadsheets. Must be able to lift participant records in file boxes. Must complete an extensive amount of data-entries into the WIA reporting systems. Must have good writing skills and be able to interpret policies and federal regulations in composing Corrective Action Requests. Must be a team player and enjoy working with people.

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