

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>LB00321895</u>	DATE POSTED:	<u>10/05/21</u>		
POSITION NO:	<u>240213</u>	CLOSING DATE:	<u>10/18/2021 by 5pm</u>		
POSITION TITLE:	<u>Statistical Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>Eastern Navajo Land Commission - Legislative Branch/Crownpoint, NM</u>				
WORK DAYS:	<u>Mon - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ57A</u>
WORK HOURS:	<u>8 AM - 5 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>25,243.92</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>12.09</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Gather data, electronically or manually, copies of information on land use and community project development activities. Review and prepare collected data for program reporting or providing of information for land use planning activities and for decision-making by office staff or by oversight authorities. Utilize collected data for projections or estimating timeframes, perimeters of projects, or for reporting statistical data. Set up data for reports, project discussions for in-office assessments. Analyses to involve land data, project dimensions and costs data, project statistical tables and diagrams. 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 statistical data. Provide internal administrative reports, provide verbal reports at staff and Commission meetings. Assist with in-house financial data and data entry by obtaining a role in the 6-B Navajo Nation procurement processing of financial documents in the FMIS. Conduct other duties as maybe assigned by the GIS Technician or the Executive Director.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in the collection and maintenance of data records management and Federal Program Reporting; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid State Drivers License. Incumbent must obtain Navajo Nation's FMIS 6-B work would be preferred, or must complete training and get certified for accessing to input on the FMIS within 90 days of hire.

(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:

Handling of computer equipment and use of software in Office Suite applications, especially Excel; Handling of office equipment; Ability to present collected data; Skill in converting collected data into statistical tables; and Ability to communicate and work with others, including the public and elected officials; presenting to entities, chapters, committees, or governmental units. Experience with accounting, data collection, analysis, and technical report writing with statistical content.

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