THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No:	**DHR0242513**	Date Posted:	**10/25/10**
POSITION NO:	**946796**	Closing Date:	**11/05/10**
CLASS CODE:	**2005**		
POSITION TITLE:	**VITAL STATISTICS TECHNICIAN**		
DEPARTMENT NAME:	**Navajo Office of Vital Records and Identification**		
DEPARTMENT NO:	**24**	WORKSITE LOCATION:	**Alamo (Navajo Nation), New Mexico**

WORKS DAYS/HOURS:
Days: **MON - FRI**
Hours: **8:00am - 12:00pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☑ No. of Hrs/Wk **20**

GRADE: **N58A**
SALARY:
$ **$10,972.00** Per Annum
$ **10.55** Per Hour

DUTIES AND RESPONSIBILITIES:
Maintains (manual/electronic) vital records and membership information management. 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, 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 and Training:
Associates in Business, Records Management or closely related field; and

Experience:
three (3) years experience in records management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit transcripts, certificates, diploma, etc.)***
Preferred: supplemented by courses in Data Processing

Special Knowledge, Skills and Abilities:
Microsoft Windows XP, Office Professional and Enrollment Database software. Experience handling confidential information and excellent customer relations/services skills (Preferred).
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.

License/Certification Requirements:
PREFERRED: Valid State Drivers License and Tribal Vehicle Permit

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***