

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR08322196
POSITION NO: 244848
POSITION TITLE: Computer Operator

DATE POSTED: 11/17/21
CLOSING DATE: 12/02/2021 by 5 PM

DEPARTMENT NAME / WORKSITE: Navajo Nation Heritage & Historic Preservation Department - Window Rock, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ56A
WORK HOURS: 8am-12/1-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 11.09 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Navajo Nation Heritage and Historic Preservation Department is digitizing all project records which date from early 1970's to present. Under the supervision of the Geographic Information Systems Analyst, incumbent will assist with the NihiDatabase development. Responsibilities will involve scanning cultural resources inventory records, archaeological site forms, isolated occurrences, project maps, project related documents, compliance forms, etc. and information will be layered into database. Incumbent will check surveyed areas using UTM coordinates. Incumbent will also assist GIS Analyst with operating, monitoring, and controlling various electronic data processing equipment which requires data entry methods and procedures, computer equipment maintenance which includes security procedures; performs regular backups, assist with troubleshooting non-functional equipment and resolve any issues. Additional assignments may require field check using a GPS unit.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School diploma/GED; and two (2) years related computer, data entry experience; or an equivalent combination of education and experience.

Special Requirements:

- Valid state driver's license

<<A favorable background investigation>>

(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:

Knowledge of operating electronic data processing equipment, printers, scanners; knowledge of operating procedures used in the area of assignment; knowledge of data entry methods and procedures; knowledge of general office practices and procedures; knowledge of routine computer equipment maintenance; knowledge of security procedures related to electronic data processing; Skill in accurately entering and retrieving data; loading and uploading equipment supplies; skill in restoring files back to disk; skill in establishing and maintaining effective working relationships; skill in operating data processing and peripheral equipment; skill in understanding and carrying out verbal and written instructions.

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