

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01314824 DATE POSTED: 12/22/17
POSITION NO: 242994 CLOSING DATE: OUF
POSITION TITLE: Computer Operator
DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Administration, Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A156A
WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,800.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 10.00 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Provide computer operational assistance to the Navajo land Office (NLO), agency offices by scanning and uploading accurate electronic data's into the Navajo Land Title Data Systems (NLTDs) for archiving, recording , retrieval of digitized data, and document control at three (3) redounded storage sites within the United States to secure the massive Navajo Land records. Monitor and control electronic digital optimal scanning of all documents, insure the scanning is legible and link to appropriate documents for retrieval and uploading. Operate high speed printer equipment's, large map scanners and provide manual storage for the original Navajo Land documents into the storage facility for file management and archives in accordance with established records management procedures. Upload data of all current and approved home sites leases, Right-of-Ways, Utility Easements, Telecommunication Cell Tower leases, Permits, and other pertinent legal documents of the Navajo Nation into the NLTDs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

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:

Work requires lifting and carrying paper, supplies and materials weighing up to 40 lbs.

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