

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS12120393
POSITION NO: 244621
POSITION TITLE: _____

DATE POSTED: 12/24/20
CLOSING DATE: 02/01/21

Statistician/Demographer

DEPARTMENT NAME / WORKSITE: NDPS / Criminal Investigations Section / Shiprock, NM

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| WORK DAYS: <u>Monday-Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>BK68A</u> |
| WORK HOURS: <u>8:00am-5:00pm</u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: _____ \$ <u>70,908.48</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> | \$ <u>33.96</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | DURATION : _____ |

DUTIES AND RESPONSIBILITIES:

Develops data collection instruments; utilizes and implements instruments and methods for the evaluation and quality control of demographic data; collects, analyzes, interprets, and summaries data; prepares, drafts and presents statistical and analytical reports; selects data samples; prepares surveys and conduct checks to maintain data quality in regards to death on the Navajo Nation and in relationship to the Navajo people. Maintains and updates computerized collection and tracking of relevant demographic data; utilizes statistical software to analyze and interpret demographic data; maintains appropriate records of research methods and results; formats data, develops and prepares reports, charts, tables and other related documents and graphics. Serves as an expert witness in demographic statistics for the Navajo Nation government before federal, state, and Navajo Nation judicial and legislative tribunals; maintains and updates statistical demographic data of the socioeconomic and environmental conditions, crime trends, and other factors that impact death rates in order to provide guidance to area partners as to enhance program planning, and service delivery capabilities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Statistics, Economics, Sociology or closely related field; and five (5) years collecting, analyzing and interpreting statistical data and computer database management.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must never have been convicted of a felony or domestic violence or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.

(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 statistical sampling and survey methodology.
Knowledge of statistical research principles, methods, procedures and standards.
Knowledge of Navajo culture, tradition, political, clan and family structure.
Skill in planning, creating, programming and managing complex statistical computer databases.
Skill in applying a range of standard statistical techniques in support of scientific research studies and/or experiments.
Skill in the use of database management, word-processing, spreadsheet and/or presentation software.
Skill in applying judgment in the release of confidential information.
Must be comfortable in talking about and collecting information pertaining to the cause and manner of death.
Knowledge of safety precautions in working around an area where personnel work on and store biohazardous and other dangerous material.

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