

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH0729955</u>	DATE POSTED:	<u>04/06/15</u>
POSITION NO:	<u>243413</u>	CLOSING DATE:	<u>04/24/15</u>
POSITION TITLE:	<u>Research Assistant (Temp) (S)</u>		
DEPARTMENT NAME / WORKSITE:	<u>DOH/Department of Behavioral Health/Window Rock, AZ</u>		
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input type="checkbox"/>
WORK HOURS:	<u>80</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input checked="" type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB56A</u>
		\$	<u>20,300.80</u> PER ANNUM
		\$	<u>9.76</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Serves as a technical resource person, representing the DBHS/Prevention Component to conduct interviews with individuals to obtain data; contacts participants to ensure complete responses are achieved for survey data; correlates group discussions to acquire information relevant to the research subject; establishes and maintains records of research data, participants and supplies; analyzes and evaluates applicability of collected data; prepares reports or presents data in formats such as prevention survey and crisis response data documentation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; and one (1) year of experience involving the collection of statistical or demographic data.

Preferred Qualifications:

Two (2) years of experience in data collection and/or research analysis. Proficient in Microsoft Word software or other computer applications.

Special Requirements:

Possess a valid state driver's license.

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date 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:

Knowledge of research methods or practices; knowledge of conducting interviews; knowledge of subject matter; knowledge of Navajo tradition and culture.

Ability to interpret statistical, mathematical and diagrammatic data; ability to reason and make judgements; ability to comprehend, conceptualize and analyze data obtained from field surveys; ability to provide alternative recommendations.

Skill in expressing or exchanging ideas by means of verbal or written communication to impart information and to convey detailed instructions to participants, resource personnel or to the public.

<<A favorable background investigation is required>>

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