

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR09711823  
POSITION NO: 932180  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 04/18/16  
CLOSING DATE: 05/02/16

DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development/Chinle, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB57A  
WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 22,131.20 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 10.64 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Performs job duties under supervision of the Program Supervisor III. The job functions involve client records processing, program reporting and records maintenance. Performs quality assurance review of program enrollments and verifies program eligibility requirements. Composes Corrective Action Requests to address deficiencies in program records. Formats MS Excel spreadsheets (rosters) to track all program enrollments and any subsequent transactions. Prepares file folders, file labels and organizes participant records in conformance with MIS Unit procedures. Performs data entry of WIA participant records in to the WIA reporting systems. Extracts needed reports from the WIA reporting systems and verifies them for accuracy. Provides technical assistance and training to NDWD staff. Implements NDWD policies, federal regulations and Navajo Nation policies to perform job duties. Prepares inactive records for storage and conducts research for work histories. Composes office correspondences, progress reports and trip reports. May be assigned to supervise temporary employees.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years of experience in the collection and maintenance of data records management and Federal Program Reporting.

**Preferred Qualifications:**

- College courses in Business Administration or General Studies.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- A favorable background investigation.
- 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:**

Must be computer literate and have experience in performing data entries in a reporting system. Must be able to perform mathematical calculations and format MS Excel spreadsheets. Must be able to lift participant records in file boxes. Must have data entry skills and typing skills to keep abreast of high volume of records processing. Must have good writing skills and be able to interpret policies and federal regulations in composing Corrective Action Requests. Must be a team player and enjoy working with people. Must have good communication skills.

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