

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

REQUISITION NO:	<u>DHR09712239</u>	DATE POSTED:	<u>07/25/16</u>
POSITION NO:	<u>932180</u>	CLOSING DATE:	<u>08/05/16</u>
POSITION TITLE:	<u>Statistical Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>DHR/Navajo Department of Workforce Development/Chinle, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u>                    </u>
		DURATION :	<u>                    </u>
		GRADE/STEP:	<u>AB57A</u>
		\$	<u>22,131.20</u> PER ANNUM
		\$	<u>10.64</u> PER HOUR

**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 correspondence, 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.

**Special Requirements:**

- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

***(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.**

# JVA PROCEDURES

DHR09712239

Programs must comply with the Job Vacancy Announcement Submission and Advertisement schedule.

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is to be program specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule.

## FOR PROGRAM USE ONLY

Yes       No

Contact Person: Mora L. Morris Telephone: (928) 871-7711

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

Prepared by: Mora L. Morris Title: Sr. Office Specialist Date: 07/14/16

- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed)*

## FOR PERSONNEL USE ONLY

Dept. No: \_\_\_\_\_ Account No.: \_\_\_\_\_ Funds Available: \_\_\_\_\_

Occupied? \_\_\_\_\_ Status Code: \_\_\_\_\_ Name: \_\_\_\_\_

Classified Title: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

