

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

REQUISITION NO: DOE0448042

Date Posted: 07/29/13

POSITION NO: 241006

Closing Date: 08/09/13

CLASS CODE: 2004

POSITION TITLE: STATISTICIAN/DEMOGRAPHER

DEPARTMENT NAME: Office of Educational Research and Statistics

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Develops data collection instruments; utilizes and implements instruments and methods for the evaluation and quality control of student and demographic data; collects, analyzes, interprets, and summarizes data; prepares, drafts and presents statistical and analytical reports; selects data samples; prepares surveys and conducts logic checks to maintain data quality.

Maintains and updates computerized collection and tracking of relevant student and demographic data; utilizes statistical software to analyze and interpret demographic data; maintains appropriate records of research methods and results; formats data, develops and prepare 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 conditions of the Navajo Nation to enhance program planning, and services delivery capabilities.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Master's Degree in Statistics, Economics, Sociology, Social Sciences or closely related field; and

**Experience:**

Five (5) years collecting, analyzing, and managing patient or student data and computer database management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of statistical sampling and survey methodology, statistical research principles, methods, procedures, and standards. Knowledge of student information and database computer systems. Understanding of data collection and data storage. Knowledge of applicable federal, state and local laws, rules, regulations, policies, and procedures. Ability to work independently, set priorities, plan, organize, and implement activities.

**License/Certification Requirements:**

**PREFERRED:** Must possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Motor Vehicle Operator's Permit. Within 180 days of date of hire must obtain Data Management Certification.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*