

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

REQUISITION NO:	DHR02412304	DATE POSTED:	08/08/16		
POSITION NO:	949740	CLOSING DATE:	08/22/16		
POSITION TITLE:	<b>Vital Statistics Technician</b>				
DEPARTMENT NAME / WORKSITE:	Navajo Office of Vital Records and Identification/Tuba City, Arizona				
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	AB58A
WORK HOURS:	8:00 AM - 5:00 PM	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$ 24,128.00 PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	\$ 11.60 PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Maintains (manual/electronic) vital records and enrollment membership data. Responsible for accurate recording of information of birth, death, divorce, marriage, adoption, and other changes in family status; Prepares and certifies certificates of Navajo Indian blood, and records vital statistics of enrolled members; responsible for creating and maintaining excellent interpersonal and public relations. Compose effective messages ; performs moderate date entry complex lineal research, enrolls and verifies enrollment and performs general clerical work; Familiarity with Microsoft Office productivity software, internet and statistics; maintain confidentiality and ; provide assistance to agency vital statistics technicians with verification and research.

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

**Minimum Qualifications:**

- A high school diploma/GED, supplemented by college level courses in data processing and recordkeeping.
- Three (3) years of experience in records management.

**Special Requirements:**

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- 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:**

Basic knowledge of database management systems and electronic records management; a good understanding of confidential records policies and procedures; and ethics of public relations. Skill in both written and oral communication, and ability in speaking/interpreting the Navajo language.

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