

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1194230

Date Posted: 11/07/11

POSITION NO: 242434

Closing Date: 11/21/11

CLASS CODE: 2003

POSITION TITLE: Statistical Technician

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 119 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R57A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8 am to 5 pm

Temporary:

Duration: _____ \$ 20,862.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the NAAA Agency office administrator; the Statistical Technician is responsible for coordinating the collection and compilation of data and programmatic reports to internal and external funding sources on a daily, weekly, monthly, quarterly, and annual basis; checks data and programmatic reports for timeliness and accuracies; checks client registration and intake forms, including but not limited to nutrition screening, functional assessments, closures of cases, authorization of clients for services, service unit input; coordinates with the agency and worksite supervisors on issues, concerns and recommendation for all programmatic and financial reports; assures data entered in formal reporting system are in compliance with services scope of work; reviews and reconcile reports; communicates with worksites on data, records, information, etc; schedule audits of agency and worksites on data reporting processes; provides training on changes in reporting processes; develops demographic reports; communicates with agency staff, NAAA central, funding agencies; attends meetings, conferences, seminars, workshops, and training as necessary and required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years experience in the collection and recording of statistical data; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Basic computing skills with emphasis on Excel and Word; adaptability to data collection software; written communication skills.

License/Certification Requirements:

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