THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR01311176**	DATE POSTED:	12/07/15
POSITION NO:	242990	CLOSING DATE:	12/18/15
POSITION TITLE:	**Computer Operator**		
DEPARTMENT NAME / WORKSITE:	DNR/Navajo Land Administration/Window Rock, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB56A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 9.76	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Provide computer operational assistance to the Navajo Land Office (NLO) agency offices by scanning and uploading accurate electronic datas into the Navajo Land Title Data Systems (NLTDS) for archiving, recording, retrieval of digitized data, and document control at three (3) redunded storage sites within the United States to secure the massive Navajo Land records. Monitor and control electronic digital optimal scanning of all documents, insure the scanning is legible and link to appropriate documents for retrieval and uploading. Operate high speed printer equipments, large map scanners and provide manual storage for the original Navajo Land documents into the storage facility for file management and archives in accordance with established records management procedures. Upload data of all current and approved homesite leases, Right-of-Ways, Utility Easements, Telecommunication Cell Towers leases, Permits, and other pertinent legal documents of the Navajo Nation into the NLTDS.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years related computer, data entry experience.

Preferred Qualifications:

- Two (2) years of college in computer applications.
- One (1) year of computer applications and procedure experience.

Special Requirements:

- Possess a valid State driver's license.
- Navajo Land Department provides direct services to the Navajo people; as result, candidate must be able to communicate in Navajo and English Language.

(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:

Work requires lifting and carrying paper, supplies and materials weight up to 40 lbs

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