

## STATISTICAL TECHNICIAN

**DEFINITION:** Under general supervision, performs specialized clerical work involving the collection, compilation, verification and reporting of statistical data dealing with production figures, status of work projects, unit costs, etc., with few problems that are of a non-controversial nature; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Gathers, collects, assembles, and compiles quantitative program data of varied sources; assures accuracy of data collected comply with reporting procedures and requirements; summarizes and verifies data retrieved; develops reports of computations and compilation that are of a recurring nature; prepares reports where several program entities, offices and individuals participate in reporting and collecting program data.

Enters data compiled into department and/or program database; maintains computerized collection and tracking of relevant data; utilizes specified statistical software to analyze and interpret research data as appropriate to the specified program or management unit; reviews and edits data to provide complete and accurate information; follows up to resolve problems or clarify data use/collection; clarifies instructions and monitors use of statistical reporting formats and processes.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable Navajo Nation, federal, and state reporting requirements.

Knowledge in collection of recording of statistical data.

Knowledge of computer spreadsheet and/or database applications in the compilation of reports and/or findings.

Knowledge of mathematical application in computing and reporting quantitative information.

Knowledge in calculating data from numerous sources and maintaining accuracy.

Skill in applying basic mathematical equations in support of scientific research studies.

Skill in the use of database management, word-processing, spreadsheet, and/or presentation software.

Skill in applying judgment in the release of confidential information.

Skill in use of reporting database or computerize reporting system.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **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.

### **PREFERRED QUALIFICATIONS:**

- College courses in Business Administration or General Studies.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 2003  
Planning and Analysis Series  
Statistical Research Group  
Overtime Code: Non-Exempt  
Pay Grade: 57

**STATISTICAL TECHNICIAN**

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.