

VITAL STATISTICS TECHNICIAN

DEFINITION: Under general direction, performs a variety of field and office support work in providing, recording, and maintaining vital statistics records for the Navajo Nation; 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:

Maintains and duplicates current vital statistic records of births, adoptions, guardianship, name changes, paternity, tribal membership relinquishment, marriages, divorces, and deaths and related records; interviews and contacts tribal members to update records; researches and issues census numbers to enroll members of the Navajo Nation.

Prepares various census-related certifications, licenses, affidavits or verifications; updates records of marriage licenses, affidavits of birth, Indian preference for federal employment, marital status affidavits, family profiles and certificate of Navajo birth/origin; researches and prepares records regarding vital statistical information.

Interviews and assists clients with eligibility documents for various assistance programs; acts as a liaison between clients and organizations and agencies; creates and updates manual and/or computer database files; records each contact made with clients including any records required for follow-up; encourages clients to utilize and supplies them with notices of community activities, resources, and services; keeps current files of social services available to area residents; provides information about community and social services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo culture, tradition, clan and family structure.

Knowledge of record management, practices and procedures.

Knowledge of current policies and regulations governing eligibility for clients.

Skill in performing administrative and regulatory duties in the oversight of vital statistical information as required by the Navajo Nation.

Skill in researching and applying job-related material obtained primarily through oral instruction and observation.

Skill in applying judgment in the release of confidential information.

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

MINIMUM QUALIFICATIONS: An Associate's degree in Business, Records Management or closely related field; and three (3) years experience in records management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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.