

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02122747

DATE POSTED: 02/07/22

POSITION NO: 244826

CLOSING DATE: Open Until Filled

POSITION TITLE: Senior Information Systems Technician

DEPARTMENT NAME / WORKSITE: Navajo Police Department-Information Management Section/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BR61A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 40,110.48 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 19.21 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Perform technical duties on computer desktop, laptops, servers, digital imaging media, criminal justice kiosks, automated fingerprint identification systems (AFIS) to include printer installations, hardware & software technical support of computer system; troubleshooting and diagnostic tests of equipment; assess & correct the problem. Works closely with section/program/NN IT personnel and with the seven police districts on the Navajo Nation field to management personnel. Provides technical assistance to staff and other law enforcement personnel, will also conduct training for users on current records management system, coordinates activities & functions in relation to data/fiber line, communication with appropriate telecommunications organization on data circuits/lines, configures, reprograms, installs, tests new software. Communicate with local, regional, state, federal agencies primarily on criminal justice IT applications, to include NCIC, CJIS mandates, will travel to police districts or appropriate agency. Troubleshoot, provide assistance, review & analyze files, documents & work in progress, quality assurance, etc. Attend meetings, trainings and be the trainer, when necessary conduct presentations, present & write reports, coordinate through chain of command. Understand and maintains the safety & security of the IT system, and other duties as assigned. Reports directly to the Network Specialist of IMS.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; four (4) years of Information Systems hardware & software installation and maintenance experience, computer programming, network services, systems or production support; or an equivalent combination of education, training and experience.

Special Requirements:

- A favorable background investigation.
- Posses a Valid State Driver's License.

(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:

Knowledge of the principles & methods of chain of command / supervision in order to receive provide direction, tasks assigned, evaluations and train administrative technical & support staff. Knowledge of computerized records management systems, case management systems, operating systems, software & peripherals to ensure accurate maintenance of data files & ease of access. Knowledge of training methods, techniques, presentations, classroom/group instruction & techniques. Knowledge of state, federal & Navajo Nation laws and regulations applicable to assignment. Knowledge of law enforcement & intelligence terminology. Knowledge of report writing in order to produce analytical and technical reports in appropriate format. Skill in diagnosing & repairing computer hardware and peripherals and data communication devices. Skill in verbal and written communications; to include conducting research, gathering information & analyzing wide variety of data & statistics to complete reports & assignments. Skill in using discretion in dissemination of oral & written communications to safeguard confidential and sensitive information. Physical dexterity for climbing, crawling to install computer cables, etc., and ability to lift 50+ lbs. of computer equipment, hardware.

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