

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DOH07211685</u>	DATE POSTED:	<u>03/28/16</u>		
POSITION NO:	<u>243747</u>	CLOSING DATE:	<u>04/08/16</u>		
POSITION TITLE:	<u>Computer Operator</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/DBHS/Navajo Regional Behavioral Health Authority/Window Rock, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB56A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 20,300.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 9.76</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Will assist in uploading data information on to the Arizona Health Care Cost Containment System; perform operations in reporting data management information to the State of Arizona; use database or spreadsheet software to enter, revise, sort, calculate and retrieve data for standard reports; will transmit and receive documents and messages electronically that are networked or linked to other workstations.

Perform as support to senior level technician in responding to software, hardware and network problems; assist users with routine maintenance problems; assist technician in troubleshooting and diagnosing equipment performance problems, which includes the installation, testing and configuration of the hardware equipment and software used by the program.

Receives and responds to requests for information and advises when information can be furnished, if higher level approval is needed; order equipment parts when needed; receives calls and assists users as needed.

**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.

***(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 REQUIREMENTS:**

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

**Special Knowledge, Skills and Abilities:**

Knowledge of the operating characteristics of modern electronic data processing equipment; knowledge of the operating procedures used in the area of assignment; knowledge of job control language utilized in modern data processing systems; knowledge of data entry methods and procedures; knowledge of general office practices and procedures; knowledge of routine computer equipment maintenance; knowledge of security procedures related to electronic data processing.

Skill in accurately entering and retrieving data; skill in safely and accurately operating electronic digital computers and peripherals; skill in loading and unloading equipment and supplies; skill in restoring files back to disk; skill in establishing and maintaining effective working relationships; skill in operating data processing and peripheral equipment; skill in understanding and carrying out verbal and written instructions.

<<A favorable background investigation is required>>

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