

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS1247847**

Date Posted: **06/03/13**

POSITION NO: 240926

Closing Date: **06/14/13**

CLASS CODE: 1871

POSITION TITLE: **Senior Information Systems Technician**

DEPARTMENT NAME: DGS/Workers' Compensation Program

DEPARTMENT NO: 124 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: S61A

Days: Mon. - Fri.

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 33,779.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.24 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment. Trouble shoots and diagnoses equipment problems to ensure functional operation. Participates in the planning, implementation and installation of new desktop computer units and/or peripherals. Confers with and assists end-users and information systems staff in the evaluation. Acquisition and implements computer hardware/or software solutions, installs and maintains servers on local area networks; performs network device configurations, workstation set ups and assigns nodes or network address definitions; installs and monitors performance of servers on local area networks, coordinates system and LAN changes with changes, performs diagnostic and problem resolution with network staff. Installs, tests and configures hard and software applications and programs. Coordinates major equipment repairs. Conducts user training on systems and software. Prepares reports as required and attends and participates in meetings. Stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues. Participates and assists in systems recovery and emergency assistance. Performs and maintains software back-up on a weekly basis.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates Degree in Computer Science or related field;

Experience:

and four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of methods and techniques used in trouble shooting various computer application, hardware and software problems. Skills in troubleshooting, analyzing microcomputer hardware, software and network problems.

License/Certification Requirements:

Applicant must possess a Valid State Driver's License and the ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99