THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0213202**	Date Posted:	**06/06/11**
POSITION NO:	**943968**	Closing Date:	**06/17/11**
CLASS CODE:	**1892**		
POSITION TITLE:	**COMPUTER OPERATOR**		
DEPARTMENT NAME:	**DPS/Information Management Services**		
DEPARTMENT NO:	21	WORKSITE LOCATION:	**Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R56A**
SALARY:
$ **19,136.00** Per Annum
$ **9.20** Per Hour

DUTIES AND RESPONSIBILITIES:
Monitors computer hardware and software; conducts daily back-ups, conducts inventory of all equipment at all Department of Law Enforcement districts; Maintain storage area by cleaning out out-dated equipment. Receives and service work order requests from districts regarding the installation of computer hardware and software. Monitor and provide maintenance of law enforcment software. Provides technical assistance to the development and implementation of necessary software on all computers at the districts. Provide trobleshooting services for computers, printers, and network settings.
Work with technical personnel of the division and departments to further improve, upgrade, install, etc. of computer information systems. Work assigned by supervisor in determining appropriate and/or corrective actions of equipment trouble and records all incidents. Maintain work orders/records in accordance with operating procedures. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

Experience:
Two (2) years related computer, data entry experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:
Knowledge of the operating characteristics of modern electronic data processing equipment; of the operating used in the area of assignment; of job control language utilized in modern data processing systems; of data entry methods and procedures; of general office practices and procedures; of routine computer equipment maintenance; and of security procedues related to eletronic data processing. Skill in accurately entering and retrieving data; in safely and accurately operating electronic digital computers and peripherals; in loading and unloading equipment and supplies; in restoring files back to disk; in establishing and maintaining effective working relationships; in operating data processing and peripheral equipment; and understanding and carrying out verbal and written instructions.

License/Certification Requirements:
PREFERRED: Must have a Valid state's driver license.

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***