THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOJ00612259**	DATE POSTED:	**07/25/16**
POSITION NO:	**240419**	CLOSING DATE:	**08/05/16**
POSITION TITLE:	**Senior Programmer Analyst**		
DEPARTMENT NAME / WORKSITE:	**DEPARTMENT OF JUSTICE / OFFICE OF THE ATTORNEY GENERAL Window Rock, AZ**		

WORK DAYS:	M - F	REGULAR FULL TIME:	☑		GRADE/STEP:	AC65A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 50,377.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 24.22	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general direction of the Attorney General and Deputy Attorney General, performs a variety of complex duties such as installing, programming, maintenance, saving of organizations information within the Office of the Attorney General. Responsibilities: Is a resource person with regard to matters relating to information systems, special problems and development in implementation of security controls, efficient use and maintenance of system and equipment's; Facilitate implementation of designing and improving management information systems to be compatible with federal, state and other departments. 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 in users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local are network. Maintains knowledge of current and update trends in hardware and software technology relating to the practice of law, in addition to selecting most feasible and economic methods to operate existing system. Downloads all Department of Justice information into a reliable source and works with contracted entities to comply with their program needs, Analyze and determine operating deficiencies within the DOJ. Provides technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop/lap tops computer units and/or peripherals; coordinates major equipment repairs; conducts user training on systems and software; participates in desktop systems recovery and emergency assistance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor of Science degree in Computer Science, Computer Information Systems or Management Information Systems.

Special Requirements:

- Must possess 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 federal, state, and Tribal laws, rules, regulations and guidelines related to telecommunication and software utilities; advanced computer programming and systems analysis; data processing software applications. Knowledge of principles and techniques in systems and applications programming design and management; data processing system analysis and design; data base and file management techniques, operating principles and capabilities of equipment and application of operating systems and other software; computer hardware and operating capabilities, principles and practices of supervision.

Skills in planning and implementing automated computer systems and programs; overseeing and performing systems analysis, programming and customizing computer software; providing direction and instruction in the use of computer applications and software; utilizing verbal and written communication; reading, understanding and interpreting technical manuals; analyzing, diagnosing and resolving computer systems and network problems; establishing and maintaining effective working relationships; comprehending complex verbal and written instruction; Skill in use of programming languages and analyzing user needs.

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