

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DHR15124456	DATE POSTED:	08/01/22
POSITION NO:	942070	CLOSING DATE:	Open Until Filled
POSITION TITLE:	Information Systems Technician		
DEPARTMENT NAME / WORKSITE:	DHR - Department of Child Support Services - St. Michaels, Arizona		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: BQ60A
WORK HOURS:	8 AM - 5 PM	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: \$ 32,635.44 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : \$ 15.63 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Maintains the departments computer equipment such as computer workstations, laptops, computer hardware, operating systems, software, printers and networking equipment for all six child support offices on the Navajo Nation. Configure and set up computer equipment at departmental and agency offices for all users, upgrade computer equipment, install all necessary software applications, antivirus updates and troubleshoot computer equipment to find solutions to problems/issues of all computer equipment; assist users with computer issues by telephone, internet, and if necessary, will travel to all five agency offices for troubleshooting; assure that all computer's are functioning properly with high level of security and maintaining all necessary data required by the department for reports; install, terminate, and test CAT 3/5/6 data cabling, desktop, printers, scanners and all other computer equipment; performs assessments on all computer devices to maintain compliance with Navajo Nation, State, and Federal mandates and regulations; monitors, troubleshoot and diagnose issues with the local area network and wide area network (LAN/WAN) internet and intranet, including the performance and security; plan, design, implement, configure, test, and monitor LAN/WAN IP telephone and video conference system, including CISCO core router, switches, PIX and VPN firewall, which will be completed at each of the 6 child support offices; work with the State of Arizona and New Mexico regarding the child support state systems related to computer systems and the transmission of confidential information; maintain records of all computer equipment for record/property management; may request for quotes for any new computer equipment and/or software; may attend meetings related to computer equipment and/or the transmission of confidential information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; with two (2) years of experience in information systems hardware and software installation and maintenance, network services, systems support or production support; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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:

Physical Requirements: Physical ability to lift 50 lbs. or more - carrying computers, network cabling, continuous use of computer equipment on 8 hours daily, including climbing, crawling at times, exposure to heat and humidity when installing cables or repairing. Knowledge of: Computer programming, systems hardware, software installation, maintenance, network services, Federal, State and Navajo Nation Regulations, policies and procedures. Skills in: understanding and following oral / written instruction / direction; utilizing computer databases to research, maintain and update records and files; establishing / cooperative working relationship with resources in the course of work at all times; maintaining professionalism. Abilities: Able to understand and communicate in (Navajo/English); Considerable knowledge of computer programming.

THE NAVAJO NATION A1:AE26GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.