

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

REQUISITION NO: 00C02820168 DATE POSTED: 10/16/20  
POSITION NO: 244198 CLOSING DATE: 11/13/20  
POSITION TITLE: Principal Information Systems Technician  
DEPARTMENT NAME / WORKSITE: Office of the Controller/Window Rock AZ  
WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: AS62A  
WORK HOURS: 8-5 pm PART TIME:  NO. OF HRS./WK.:                      \$ 40,310.40 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION :                      \$ 19.38 PER HOUR  
NON-SENSITIVE  TEMPORARY:                      

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the FMIS Project Manager performs technical assistance and support to the system users; maintains/disables/transfer/ set up/reset and supports user account set up in Active Directory, Provides technical assistance with hardware and software to 138 OOC Employees. Provides all computer updates and maintains antivirus software. Prepares reports on computer updates. Maintains printers, ensures they are operational, manages printers on Print Servers. Installs software and hardware. Performs and arranges for equipment repair. Prepares hardware and software inventory reports. Attends various IT meetings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Computer Science or related field and six (6) 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 and experience.

**Special Requirements:**

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

*(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:**

FMIS, Microsoft Certificate

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