

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

REQUISITION NO: <u>DPS02120223</u>	DATE POSTED: <u>10/21/20</u>	
POSITION NO: <u>244192</u>	CLOSING DATE: <u>11/03/20</u>	
POSITION TITLE: <u>Information Systems Technician (TEMPORARY)</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo Police Department / Information Management Section</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>BC60A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>30,638.40</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>14.73</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	<u>6 months to 12 months</u>

**DUTIES AND RESPONSIBILITIES:**

Installs and maintains equipment and software such as operating systems, workstations, proprietary software packages, networking equipment and software, query languages, information dissemination tools, electronic mail and database management software; troubleshoots and diagnoses equipment problems to ensure functional operation; installs, tests and configures hardware and software applications and programs; receives and responds to requests for assistance on desk top and computer related problems. Coordinates & communicates with Network Specialist and IMS LASO on existing IMS computer systems, IMS Server data, Cody RMS in IMS or police districts, troubleshoots, correct operating procedures, enters commands into computer using computer terminal to start and operate peripheral machines; may answer telephone calls to assist computer users encountering problem. Evaluates nature of desktop and laptop hardware and software problems; where possible, determines problem and assists user with resolution; refers to higher level technician as required; locates vendors and arranges for shipment of equipment and/or parts as needed for repairs; prepare reports as required; maintains help desk database; retrieves data and generate reports; produces help desk status reports; attends and participates in meetings; keeps abreast of new trends and innovations in the field of information technology computer systems and support; will maintain an inventory of computer parts, supplies and equipment duties. Other IT duties as assigned. Reports directly to the Network Specialist of IMS.

**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.

***(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 data processing and computer systems terminology.  
Knowledge of basic principles and practices of microcomputer hardware and software operations.  
Knowledge of personal computer hardware and software components.  
Skill in understanding and following oral and written instructions.  
Skill in communicating clearly and concisely, both orally and in writing. Skill in using discretion in dissemination of oral & written communications to safeguard confidential and sensitive information.

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