

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0218377

DATE POSTED: 12/30/13

POSITION NO: 943968

CLOSING DATE: 01/13/14

POSITION TITLE: COMPUTER OPERATOR

DEPARTMENT NAME / WORKSITE: Navajo Police Department/Information Management Section / Window Rock, Az

WORK DAYS: Monday- Friday REGULAR FULL TIME: GRADE/STEP: Y56A

WORK HOURS: 8:00am to 5:00pm PART TIME: NO. OF HRS./WK.: 40 \$ 19,718.40 PER ANNUM

SEASONAL: Duration: \$ 9.48 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Monitors computer hardware and software. Conduct daily back-ups and inventory of all equipment at all Department of Law Enforcement districts. Maintain storage area by clearing out outdated equipment. Receive and service work order requests from districts regarding the installation of computer hardware and software. Monitor and provide maintenance of law enforcement software. Provide technical assistance to the development and implementation of necessary software on all computer at all districts. Provide troubleshooting 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 system. Work assigned by supervisor in determining appropriate and/or corrective action of equipment trouble and records all incidents. Maintain work orders/records in accordance with operating procedures. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; and 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.

(In order 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 the operating characteristics of modern electronic data processing equipment; of the operating procedures 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 procedures related to electronic 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.

Special Requirements:

PREFERRED: Must possess a valid State Driver's License. Successful completion of background check prior to employment. Within 90 day of hire must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

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