

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06311249 DATE POSTED: 01/11/16
POSITION NO: 241285 CLOSING DATE: 05/02/16
POSITION TITLE: Information Systems Technician (S)
DEPARTMENT NAME / WORKSITE: DOH/Navajo Special Diabetes Project - Window Rock, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB60A
WORK HOURS: 8 am- 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 13.75 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Responsible to provide end-user technical support on office automation software; operating systems; training on accessing external resources. Provides technical support to field office, troubleshooting, upgrading and installation of hardware peripherals, i.e., computer systems, printers, monitors, keyboards, including networks peripherals,, i.e., network cards/printers, cabling, hubs concentrators and repeaters. Includes providing on-going preventive maintenance on equipment and ensuring proper operation. Assist in research and testing of new software/hardware products. Assist in obtaining price quotes, system requirement for computer purchases and upgrades. Assists in providing orientation and training to the NDOH staff regarding usage, accurate and timely reports. Work on special projects as assigned. Attends meetings, workshops and training as required.

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.

Preferred Qualifications:

- A Bachelor's degree in Computer Science, Information Tech Systems or related field.
- Experience in constructing multiple database programs.
- Training in information hardware and systems installation, systems and production support.
- Possess a valid state driver's license.

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 microcomputer hardware and software terminology; Knowledge of basic principles and practices of microcomputer hardware and software operations; Knowledge of basic methods and techniques of determining microcomputer hardware and software problems; knowledge of methods and techniques of setting up computer production jobs; knowledge of methods and techniques of data entry; knowledge of personal computer hardware and software components; knowledge of modern office procedures, methods and equipment including computers and supporting work processing and spreadsheet applications. Skill in performing microcomputer help desk support duties; skill in troubleshooting various computer hardware and software problems; skill in understanding and following oral and written instructions; skill in communication clearly and concisely, both orally and in writing.

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