

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DGS12410257</u> | DATE POSTED: | <u>06/08/15</u> | | |
| POSITION NO: | <u>240926</u> | CLOSING DATE: | <u>06/19/15</u> | | |
| POSITION TITLE: | <u>Senior Information Systems Technician</u> | | | | |
| DEPARTMENT NAME / WORKSITE: | <u>Workers' Compensation Program - Window Rock, AZ</u> | | | | |
| WORK DAYS: | <u>Monday-Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP: | <u>AC61A</u> |
| WORK HOURS: | <u>8 am - 5 pm</u> | PART TIME: | <input type="checkbox"/> | NO. OF HRS./WK.: | <u>35,838.40</u> PER ANNUM |
| | | SEASONAL: | <input type="checkbox"/> | DURATION : | <u>17.23</u> PER HOUR |
| | | TEMPORARY: | <input type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

Perform a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment. Trouble shoots and diagnoses equipment problems to ensure functional operation. Participates in the planning, implementation and installation of new desktop computer units and/or peripherals. Confers with and assists end-users and information systems staff in the evaluation. Acquisition and implements computer hardware/or software solutions, installs and maintains servers on local area networks; performs network device configurations, workstation set ups and assigns nodes or network address definitions; installs and monitors performance of servers on local area networks, coordinates system and LAN changes with changes, performs diagnostic and problem resolution with network staff. Installs, tests and configures hard and software applications and programs. Coordinates major equipment repairs. Conducts user training on systems and software. Prepares reports as required and attends and participates in meetings. Stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues. Participates and assists in systems recovery and emergency assistance. Performs and maintains software back-up on a weekly basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; and four (4) years of information systems hard and software installation and maintenance experience, computer programming, network services, systems support of production support.

Preferred Qualifications:

- A Bachelor's degree in Computer Science or related field.
- Microsoft Certified Training.
- Possess a valid state driver's license.
- Experience in computer programming.

Special Requirements:

(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 methods and techniques used in trouble shooting various computer application, hardware and software problems. Skills in troubleshooting, analyzing microcomputer hardware, software and network problems.

<<A favorable background investigation is required>>

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