THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOJ00621595		DATE POSTED:	08/24/21
POSITION NO:	240419		CLOSING DATE:	09/07/2021 by 5pm
POSITION TITLE:		Senior Programmer Analyst		
DEPARTMENT NAME / WORKSITE:		DEPARTMENT OF JUSTICE / OFFICE OF THE ATTORNEY GENERAL/Window Rock, AZ		

WORK DAYS:	M - F	REGULAR FULL TIME:	☑	GRADE/STEP:	BK65A
WORK HOURS:	8AM - 5PM	PART TIME:	☐ NO. OF HRS./WK.:	$ 54,726.00	PER ANNUM
SENSITIVE	☐	SEASONAL:	☐ DURATION :	$ 26.21	PER HOUR
NON-SENSITIVE	☑	TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Under general direction of the Attorney General and Deputy Attorney General, performs a variety of complex duties such as installing, programming, maintaining, and saving of organization's digital information within the Office of the Attorney General. Responsibilities: Serves as a resource person with regard to matters relating to information systems, development and implementation of security controls, efficient use and maintenance of system and equipment; Facilitates implementation management information systems;   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 in users; performs diagnostic and problem resolution with staff; participates in formulation of integrated support plans for multiple local are network; Maintains knowledge of current trends in hardware and software technology relating to the practice of law, selecting the most feasible and economic methods to operate existing system;   Analyzes and determines operating deficiencies within the DOJ;   Provides technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop/lap tops computer units and/or peripherals; coordinates major equipment repairs; conducts user training on systems and software; participates in desktop systems recovery and emergency assistance; Works with Active Directory to maintain user and computer

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

• A Bachelor of Computer Science, Computer Information Systems or Management Information Systems

Special Requirements:

• Must possess a valid State Driver's License. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of h

(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 federal, state, and tribal laws, rules, regulations and guidelines related to telecommunication and software utilities; advanced computer programming and systems analysis; data processing software applications. Knowledge of principles and techniques in systems and applications programming design and management; data processing system analysis and design; database and file management techniques, operating principles and capabilities of equipment and application of operating systems and other software; computer hardware and operating capabilities, principles and practices of supervision.

Skill in planning and implementing automated computer systems and programs; overseeing and performing systems analysis, programming and customizing computer software; providing direction and instruction in the use of computer applications and software; utilizing verbal and written communication; reading, understanding and interpreting technical manuals; analyzing, diagnosing and resolving computer systems and network problems; establishing and maintaining effective working relationships; comprehending complex verbal and written instruction; Skill in use of programming languages and analyzing user needs. Proficient in Microsoft Office software or other

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