



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**\*\*Re-Advertisement\*\***

**POSTING NO: 089-16**

**OPENING DATE: 07/01/2016**

**CLOSING DATE: Open Until Filled**

**POSTED: IN & OUT**

**POSITION: PC Technician II**

**PAY GRADE: NE9 (\$16.07-\$18.89 p/h)**

**FLSA STATUS: Non-Exempt**

**DEPARTMENT: Health - MIS**

**REPORTS TO: MIS Manager**

**PC TECHNICIAN II**

This position is located at the Pueblo of Isleta Health Center. Maintains, analyzes, troubleshoots, updates and repairs computer systems, hardware, software and computer peripherals; provides hardware, software, and network support for users according to established policies and procedures; supports and maintains user account information including rights, security and systems groups.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- Associate's Degree in Computer Science, Information Systems or related field preferred.
- Three years related work experience installing and maintaining personal computers in a client server configuration
- A+ Certified preferred
- Familiarity with RPMS package is preferred

Knowledge, Skill and Ability Requirements: ***On a separate sheet of paper, describe how you obtained these***

***Knowledge's, Skills and Abilities***

- Knowledge of a wide range of computer systems software, applications, hardware, networking, and communications including Microsoft Office, Adobe Suite, QuickBooks, Windows and Apple operating systems, RPMS, Active directory, VoIP, and other related equipment
- Skill in working with network firewall installation and maintenance
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in reviewing and analyzing complex technical manuals or journals
- Ability to maintain confidentiality

Other Requirements:

Individual selected is subject to the following:

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Satisfactorily pass a drug test prior to employment
- Position requires frequent lifting of 50 lbs.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.