



YERINGTON PAIUTE TRIBE

171 Campbell Lane
Yerington, Nevada 89447
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VACANCY ANNOUNCEMENT **(ADVERTISE LOCAL OPEN)**

POSITION: IT Technician / Website Designer

WAGE: Level 17-0 \$17.79 – Level 19-0 \$19.61 DOEE

SUPERVISOR: IT Systems Administrator

CLOSING DATE: Open Until Filled

POSITION SUMMARY: The primary function of the position is to support Agency staff in areas of computer equipment, to resolve various IT issues, and to build electronic media resources.

DUTIES:

- Work with the Help Desk software to create tickets, update, and maintain tickets within the help desk ticket system. Assign tickets appropriately. Basic Assessment of issues for documentation.
- Assist with obtaining Purchase Orders for purchasing equipment as deemed necessary by supervisor.
- Troubleshoot hardware and software issues, assess and resolve Tier 1 tickets and escalate as necessary.
- Complete hardware installation and moves.
- Initiate asset electronic forms for transfer or new IT equipment.
- Create new user accounts, install software on PCs, and complete IT new user checklists.
- Assists in creating relevant IT documentation and procedures.
- Maintain YPT website content and proofread incoming submissions for approval.
- Create electronic forms.
- Maintain software license lists and ensure compliance.
- Assists other IT personnel as needed, provide coverage for other IT staff
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Business or Computer Management plus 2 years' experience in supporting computers or IT related field OR a combination of equivalent experience and education required.
- Background in Website Design preferred, Joomla/WIX Experience highly preferred
- Demonstrated knowledge required for Tier I (or help desk) level assessment of problems.
- Knowledge of computer and network hardware, cabling, and software license management.
- A team player with excellent customer service skills and able to work independently.
- Must have good time management skills and complete tasks assigned in a timely manner.
- Knowledge of Windows operating systems.

- Proficient in Microsoft Office products.
- Must have a valid Nevada Driver's License, be insurable, able to lift and move 40 lbs., and pass pre-employment requirements.
- **NOTE: Preference will be given to qualified Indian Applicants in accordance with 25 CFR, Subpart M, Part 273, Sub part D, 273.45.**