



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/05/2016

Closing Date: 8/19/2016

Position Title: Computer Support Technician

Department: Towanits School

Work Schedule: Monday- Friday 8:00AM-5:00PM

Wage Rate: Pay Range 41: \$21.48-\$27.50/ HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Computer Support
Technician

WORKSITE: Towanits School
310 N. Reservation Rd.
Porterville, CA 93257

SUMMARY POSITION DESCRIPTION

The Computer Support Technician (CST) will be responsible for the upgrade and maintenance of the Education Department server, computers and workstations. CST will supervise the computer lab and will provide basic Microsoft classes.

DUTIES AND RESPONSIBILITIES:

1. Maintain, service and diagnose all network activities.
2. Maintain, upgrade, install and repair all software being utilized on workstations throughout the network.
3. Maintain, upgrade and repair all computer-related equipment
4. Supervise computer lab.
5. Provide technical support for tribal and community members.
6. Responsible for all software and hardware inventory in the computer lab.
7. Responsible for all login/logout sheets and tracking of students using the computer lab.
8. Provide written monthly reports to Education Director.
9. All other duties as assigned by the supervisor.

QUALIFICATIONS:

1. Must have excellent communication skills.
2. Ability to work in a classroom atmosphere with students K-12th grade.
3. Will maintain current knowledge of the network system.
4. Must have ability to provide Microsoft office computer classes and training for staff, students and community members.
5. Must attend and be certified in all applicable training programs required.
6. Ability to install operating system software, system driver software and application driven software.
7. Ability to diagnose, troubleshoot and repair computer problems.

MINIMUM REQUIREMENTS:

1. Minimum 3-5 years work experience in a computer-related field, and 2 year associate degree preferred.
2. Minimum 3-5 years experience as a technician in a network environment with extensive

- knowledge of OSI model.
3. Minimum of 3-5 years experience maintaining, upgrading and repairing computer-related equipment.
 4. Minimum of 3-5 years server administration experience on Microsoft Windows platform.
 5. Microsoft certified System Engineer (MCSE) preferred.
 6. Microsoft Certified Desktop Support Technician (MCDST) preferred.
 7. CompTia A+ Certified preferred.
 8. Must possess a valid CA driver's license and be insurable through the Tribe.
 9. Must successfully complete a pre-employment background investigation and drug/alcohol screen.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but may have to travel to different work sites. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Education Specialist
Hours:	Monday- Fridays 8:00AM- 5:00PM (Hours vary depending on community needs)
Salary:	Pay Range 41: \$21.48-\$27.50/HR Paid Bi-Weekly/ Overtime Eligible
Supervises:	None
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K plan

PREFERANCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE