

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-047 **Issue Date:** 03-09-18 **Closing Date:** 03-15-18

Technology Specialist
Yakama Business Training & Technology Centers
Department of Finance
Hourly Wage: \$16.05/Regular/Full-Time

Responsible for analyzing and designing solutions to computer networking issues, being able to provide technical support to other Yakama Business Training & Technology Centers, as well as troubleshooting, diagnosing and solving issues with both computer hardware and software. Incumbent will be responsible to train program staff and participants.

Knowledge, Skills and Abilities:

- Knowledge of personal computer hardware, networking systems, and troubleshooting.
- Skill in personal application software: Microsoft Office 2003-2013. This includes Word, Excel, Power Point, and Access.
- Knowledge of Outlook e-mail.
- Ability to use the internet browser including Internet Explorer, Google Chrome, Safari, And Mozilla Firefox.
- Ability to establish excellent interpersonal relations and maintain effective working relationships with other employees, agencies, and the public.

General Recruiting Indicators:

- Combination of work experience, education and/or training that demonstrates the ability to perform the required work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Yakama Enrolled Preference, but all qualified applicants are encouraged to apply.