

JOB ANNOUNCEMENT

POSITION: Computer Lab Monitor/Assistant Technician

PROGRAM: Indirect

ACCOUNT CODE: 40- 8000-9082-26-6000

SUPERVISOR: Computer Systems Administrator

SALARY RANGE: \$16.26-\$17.51 (Grade12, Step 1-4) DOE

CLASSIFICATION: NON-Exempt

LOCATION: Owyhee, Nevada

OPENS: June 4th, 2026

CLOSES: Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

135

Special Considerations: (1). This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive

Tribal, health-related and personal data. This position provides computer support for the Shoshone-Paiute Tribes, to include access to financial data and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (2). Hours will vary. Full time.

BASIC FUNCTION:

Under direct supervisions, the Computer Lab Monitor/Assistant Technician will provide administrative support for the Information Technology Department, monitor the Computer Lab and assist clients.

1. Monitor the computer lab to ensure a safe, quiet and productive environment.
2. Track equipment usage of the computer lab, sign-ins and incident reports when required.
3. Assist users with basic computer, software, printer, and internet issues.
4. Install updates and assist with basic software installations under supervision in the lab computers.
5. Perform routine checks of hardware, cables and lab equipment for damage or malfunction of the lab computers.
6. Report technical problems, damaged equipment or security concerns to the supervisor.
7. Help users log in and access approved websites and resources.
8. Maintain cleanliness and organization of the computer lab, desks and common areas.
9. Enforce lab rules and usage policies in a professional and respectful manner.
10. Receive, distribute and inventory packages.
11. Manage filing, data entry and digitizing any and all documents.
12. Create purchase order requests for all Information Technology equipment related orders and be able to reach out to various vendors.
13. Assist with ordering of hardware, software, cellphones and supplies within the IT department.
14. Work with team members in the IT Department to resolve technical issues that may arise.
15. Answer all incoming calls and direct them to the correct employee.
16. Assist employees with various end user support and troubleshooting simple tasks.
17. Help with basic questions about common applications and all electronic equipment such as but not limited: Microsoft Office, Email, computer hardware, cellphones, laptops and computer software.
18. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or have successfully completed the GED Program.
2. Proficient in the following applications to be used daily: Adobe Acrobat Professional, Publisher, Excel, Email, Google Workspace. Search engines such as Google Chrome, Mozilla Firefox and Microsoft Edge.
3. At least 1-2 year of experience in a meticulous office setting.
4. Must have a valid driver's license.
5. Ability to conduct and direct research into Information Technology related issues and products as required.
6. Excellent interpersonal skills with a focus on solutions and service delivery.
7. Provide exceptional customer service while maintaining interpersonal skills
8. Ability to prioritize and manage multiple duties simultaneously and respond to changing deadlines and priorities.
9. Must possess key skills: typing speed at least 50+ words per minute,

PHYSICAL DEMAND:

Required to lift and carry objects and packages that weigh up to 40lbs. Involves long periods of sitting at a desk and some standing.

WORK ENVIRONMENT:

Mainly working in an office setting with other and interacting with citizens who utilize the Computer Lab.