

Vacancy Announcement

The Karuk Community Development Corporation is now accepting applications for the position of:

Computer Hardware / Software Technician
(\$9-13.00 per hour, depending on experience)

This is an on call position that will work as necessary.

The Computer Hardware / Software Technician for the Karuk Community Development Corporation will be under the direct supervision of the Chief Finance Officer, and will manage the business of services provided to clients. Computer Hardware / Software Technician position requires the ability to perform a variety of intermediate to expert services; including computer hardware and software help for clients and basic recordkeeping duties.

Complete job descriptions are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **TERO** shall apply. If selected, applicants must submit to a pre-employment drug screening and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm, Friday, September 17, 2010.

Position Posted On: 9/8/2010 3:47 PM

POSITION DESCRIPTION

Title: Computer Hardware / Software Technician
Reports to: Chief Finance Officer
Location: Happy Camp KCDC Office
Salary: \$9.00 to \$13.00 per hour, depending on experience
Classification: On Call; as required by business.

Overview: The Computer Hardware / Software Technician for the Karuk Community Development Corporation will be under the direct supervision of the Chief Finance Officer, and will manage the business of services provided to clients. Computer Hardware / Software Technician position requires the ability to perform a variety of intermediate to expert services; including computer hardware and software help for clients and basic recordkeeping duties.

Responsibilities:

1. Shall manage a KCDC Computer Repair & Assistance Business and perform the day-to-day duties of that business. The business is to provide service for customers seeking help with computer hardware and software problems. Duties include:
Computer set-up, repair, back-up, optimization, upgrades, virus and spyware removal and protection, purchasing advice, data recovery.
2. Shall trouble-shoot hardware and software problems for clients.
3. Shall suggest solutions for hardware and software problems.
4. Shall enter approved invoices for payment into accounting software and process weekly vendor checks. Shall ensure new vendors' W-9 forms are obtained prior to payment.
5. Shall maintain the businesses records including but not limited to: set-up and maintenance of client accounts and inventory.
6. Shall perform receptionist/clerical duties, as required. Preparing documents and reports for management.
7. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Perform routine equipment maintenance, install and reinstall hardware and software.

9. Assist with workshops / classes for participants that enhance clients' computer skills.
10. Other job related duties as assigned.

Qualifications and Requirements:

1. Must possess high school diploma or equivalent; completed courses or demonstrated experience in computer maintenance.
2. Must be a self-starter, punctual, well organized, and willing to learn new skills.
3. Must possess good oral and written communication skills.
4. Must have demonstrated ability to work in culturally diverse environment and ability to work harmoniously with supervisor(s) and other staff members.
5. Must possess ability to follow verbal and written instructions for assigned tasks and to ask for clarification when necessary.
6. Must have demonstrated ability to utilize a variety of office equipment, including calculators, copiers, and computers.
7. Must have demonstrated ability to manage time well.
8. Must possess valid driver's license, good driving record, and be insurable by insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Desired Qualifications:

1. Work experience or training that includes computer maintenance.
2. Educational courses which emphasize computing and practical business applications.
3. Work experience, Degree or Certification in Computer Science.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____