Computer Technician

Okemah/Wetumka – I.T.

VACANCY ANNOUNCEMENT: VA 25-138   **STARTING SALARY:** Negotiable   **CLOSING DATE:** Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

DESCRIPTION OF ASSIGNMENT: PC configuration and troubleshooting to include but not limited to operating system maintenance, hardware repair and troubleshooting and software installation/configuration.

REQUIREMENTS: Associate's degree in computer or related field is preferred. Two (2) years of relevant work experience is required. Experience in a Healthcare environment is preferred. A combination of education and relevant work experience may be considered in lieu of the education qualifications stated above. Healthcare experience preferred, not required. Incumbent must be insurable, and a valid Oklahoma Driver's License is required. Complete specific job-related training and Epic certification.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application. Knowledge and skill sufficient to perform a moderately difficult range of nursing care.

- An analytical mind with a problem-solving aptitude.
- Ability to work independently under minimum supervision.
- Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
- Ability to maintain a confident and professional demeanor.

APPLICATION PROCEDURES: Apply online at Department of Health Application. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed but are not required. For further information, call Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator   Date