



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: February 26, 2026
CLOSING DATE OF ANNOUNCEMENT: March 10, 2026

POSITION TITLE: Network Tech Assistant I
SUPERVISES: No
STARTING SALARY: \$16.90 – \$18.30 Depending on Experience
GRADE: 5
FLSA STATUS: Non-Exempt
NUMBER OF POSITIONS: 1
STATUS: Temporary
HOURS: Full Time
BENEFITS: Highly competitive package **See below*
SUBJECT TO P.L. 101-630: No, This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GRANT FUNDED POSITION UNTIL OCTOBER 31, 2026

GENERAL STATEMENT OF RESPONSIBILITIES:

The Network Technician Assistant will provide technical assistance to the tribal member population for using hardware, software, or internet instruction for the purpose of training new users or members that would require assistance. This individual, in the direction of the IT Manager, will schedule, deliver, and install hardware, software, and perform training on an as needed basis. The Network Assistant will also be required to document all computer repairs monitoring systems for proper use and virus updates as well as perform the necessary diagnostic testing to ensure that the equipment, networks, and systems operate to specification. This position is grant funded for the purpose of improving the digital capabilities of tribal members.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Document all support and installation of hardware and software.
- Maintain communication with the IT Manager for proper rollout of the NTIA project.

- Performs the necessary diagnostic testing to ensure that the equipment, networks, and systems operate to specification.
- Respond daily to help with desk tickets and requests from grant recipients (tribal members)
- Provides training to home users, as required, and performs software upgrades and OS migration.
- Assists with PC virus control.
- Monitors e-mail and internet usage
- Remains abreast of new developments in security related areas through meetings, seminars, journals, etc. as necessary.
- It requires pushing, pulling, kneeling, crawling and ability to lift 65 pounds.
- Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of network cabling architecture includes ethernet installation, troubleshooting, and design.

Knowledge of TCP/IP protocol and subnets.

Knowledge of PC software and hardware configurations.

Skill in various kinds of software, including but not limited to windows 10 professional, windows 2012 server, office 365, spreadsheet, and presentation programs.

Ability to be flexible and willing to take direction.

Ability to work the hours necessary to complete required tasks.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Two years' computer-related education.
7. One year of experience in maintaining and supporting local area networks.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computers, printers or record boxes. Occasionally lift heavy objects (over 50 pounds). Job requires average agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.