



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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	June 29, 2026
CLOSING DATE OF ANNOUNCEMENT:	Until filled
POSITION TITLE:	Network Technician Assistant 1
SUPERVISES:	No
STARTING SALARY:	\$23.86
GRADE:	8
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Temporary until October 31, 2027
HOURS:	Monday -Friday 8 AM to 1 PM
BENEFITS:	None
SUBJECT TO P.L. 101-630:	Yes

Grant Funded Position Until October 31, 2027

GENERAL STATEMENT OF RESPONSIBILITIES:

The Network Technician Assistant will assist the tribal members that live in designated living units to obtain Frontier 1Gb internet access provided by Frontier High Speed Internet. This individual, in the direction of the IT Manager, will survey, schedule, coordinate sign-ups, and assist them with learning how to use internet software, performing training on an as needed basis. The Network Technician Assistant will also be required to document all interactions with the members. Some peripheral equipment installation may be required. This position is grant funded for the purpose of improving the digital capabilities of tribal members and providing quality ISP services.

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 desk tickets and requests from grant recipients (tribal members)
- Provides training to users, as required, and performs software upgrades if needed.

- Assists with PC virus control.
- Demonstrates e-mail and browser usage
- Remains abreast of new developments in security related areas through meetings, seminars, journals, etc. as necessary.
- This job 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 IP protocol and wi-fi configuration.
- Ability to be flexible and communicate well with the residents receiving services.
- 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 or experience in computer internet usage.
7. One year of experience in maintaining and supporting local area networks.

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:

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

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.

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** 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. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person at 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 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.