

TUSCARAWAS COUNTY INFORMATION TECHNOLOGY DEPARTMENT

125 East High Avenue
New Philadelphia, Ohio 44663

COMPUTER TECHNICIAN

JOB RESPONSIBILITY:

Responsible for performing a variety of duties associated with maintaining the operations of the Tuscarawas County IT Department.

CHARACTERISTIC JOB DUTIES:

- Assist users with hardware and software.
- Install and/or troubleshoot computers, printers and software.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES:

- Microsoft Office & Windows installation and support.
- Computer software & hardware use, support and installation.
- Ability to work well unsupervised, making necessary decisions and taking proper actions to correct problems.
- Ability to maintain accurate records, reports, and documentation.
- Ability to handle sensitive information and maintain confidentiality of records.

QUALIFICATIONS FOR EMPLOYMENT:

Any combination of training, class work and work experience, which indicates possession of the skills, knowledge and abilities listed above. **APPLICANT MUST SUCCESSFULLY COMPLETE A BACKGROUND CHECK AND MAINTAIN A PROPER AND VALID DRIVER'S LICENSE.** Regular and punctual attendance is a requirement.

COMPENSATION AND WORK AGREEMENT:

An employee of the Tuscarawas County Automatic Data Processing (ADP) Board and under the management of the County Auditor as Secretary of the Board; under the direct supervision of the Director of Technology. This position is full time and as such this employee is entitled to all the fringe benefits bestowed upon a full time employee of Tuscarawas County. Excellent benefits package includes medical insurance, optical insurance, vacation leave, sick leave, and paid holidays.

The work schedule for this position is 8:00am – 4:30 pm Monday through Friday with occasional weekend, overtime hours and on call.

Please submit a resume with references and salary requirements. Resumes may be emailed or sent to the contact name below:

CONTACT NAME:

APRIL BEACHY

CONTACT NUMBER:

(330) 365-3237

EMAIL:

beachy@co.tuscarawas.oh.us

ADDRESS:

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125 EAST HIGH AVE
NEW PHILA, OHIO 44663

Posting Date:

November 5, 2020 - posted until filled