NACOGDOCHES COUNTY

Job Opportunity

Position: Technician II / Database Technician   **Application Deadline:** open until filled
Department: Computer Services Department
Type: Regular, Full-Time   **Salary Range**: $35,000 to $39,000 per year DOE

General Description:
Assists with the programming and maintenance of County databases. Assists in maintaining the integrity and continued operation of County computers, related peripheral equipment, networks and applications. Troubleshoots problems and provides support with hardware and software issues that are basic to moderately complex in nature. Supports the Nacogdoches County Spillman Records Management System (RMS) and Jail Management System (JMS). Assists with other department projects as required.

Knowledge, Skills & Abilities:
- Knowledge of computer programming
- Knowledge of data maintenance and database management
- Knowledge of and ability to operate and configure computers, operating systems, application software and peripherals
- Knowledge of wired and wireless computer networking
- Knowledge of and ability to repair computer hardware and replace components
- Skill in troubleshooting and problem solving; ability to identify and solve technical problems
- Ability to read, comprehend and apply technical information and manuals
- Skill in expressing technical information to non-technical personnel
- Ability to multi-task in a professional work environment
- Ability to work as part of a team and collaborate with others
- Ability to maintain confidentiality
- Ability to establish and maintain professionalism with co-workers, vendors and other agencies
- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to work flexible hours as needed

Additional Information:
- Work performed indoors with some outdoor exposure
- Travel within the county to various County offices
- Occasional evening or weekend work hours may be required
- Requires ability to sit, stand, walk, climb, stoop, bend, crouch, crawl and reach
- Requires ability to distinguish colors
- Requires ability to lift and carry up to 25 pounds

Qualifications:
- Must possess a valid Texas Driver's license
- Requires basic knowledge of computer programming and database management
- Requires knowledge of and skill in using Microsoft Word and Excel
- Minimum of 3 years of professional IT support experience
- Preferred: experience with Linux Red Hat, Crystal Reports, PERL
- Preferred: experience in Law Enforcement, IBR, Jail Reporting, TCIC/NCIC, CJIS concepts

Instructions:
Submit a completed Nacogdoches County Employment Application to the address below. Resume may be attached to the application, but is not accepted in place of the completed application.

Submit application to: Nacogdoches County
                                Human Resources Department
                                101 W. Main St., Ste. 161
                                Nacogdoches, TX 75961