



NACOGDOCHES COUNTY

Job Opportunity

Position: Computer Services Technician I
Department: Computer Services Department
Type: Regular, Full-Time

Open Until Filled

Salary: \$28,500 per year, plus benefits

General Description:

Under the supervision of the Director of Computer Services this position supports the operations of the Computer Services Department. Assists in maintaining the integrity and continued operation of County computers and related peripheral equipment. Provides IT related hardware and software support. Troubleshoots hardware and software issues. Assists in the installation and maintenance of servers, computers, network devices and cabling. Maintains call logs. Performs other duties as required.

Knowledge, Skills & Abilities:

- Knowledge of and ability to operate and configure computers, operating systems, application software and peripherals
- 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
- 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
- Excellent verbal and written communication skills
- Skill in expressing technical information to non-technical personnel
- Excellent customer service skills
- Knowledge of proper telephone procedures and etiquette

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:

- Graduation from High School or GED
- Must possess a valid Texas Driver's license
- Requires knowledge of and skill in using Microsoft Word and Excel
- Minimum of 2 years of professional IT support experience or combination of related technical education and experience
- Requires ability to pass a background check in accordance with law

Instructions:

Submit a completed and signed Nacogdoches County Employment Application to 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