



## NACOGDOCHES COUNTY

### Job Opportunity

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

**Application Deadline:** October 12, 2015  
**Salary Range:** \$25,000 to \$35,000 per year DOE

#### **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

#### **Instructions:**

Submit completed Nacogdoches County Employment Application to address below by October 12, 2015. Application available at <http://www.co.nacogdoches.tx.us/jobs/index.asp>. 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