



IS Technician OPEN POSITION UNTIL FILLED

This is a full-time position working Monday-Friday, 8:30AM – 5:00PM. Salary is commensurate with education and experience. Full benefits package including paid vacation, holidays, medical, retirement, and more.

Grade 11

2015 Salary Band

| Minimum | Midpoint | Maximum |
|---------|----------|---------|
| \$20.24 | \$24.28 | \$28.33 |

Relocation Assistance

Qualified candidate or candidates chosen for this position must relocate to Duchesne County within **90 days of hire**. The selected candidate (s) may be eligible for relocation assistance.

POSITION PROFILE

Under supervision of the Information Services Department Director, performs working level technical duties related to identifying, diagnosing, and resolving problems affecting computer and network performance to include installing hardware and peripheral components.

ESSENTIAL FUNCTIONS NOT ALL INCLUSIVE

- Performs day-to-day network services assisting technicians in installations and/or systems maintenance as needed to ensure efficient operation of various hardware and software peripheral components such as monitors, keyboards, printers, and disk drives.
- Loads and verifies correct operation of software packages such as operating systems, word processing, and spreadsheet programs.
- Provides training and technical assistance to users.
- Identifies and resolves hardware, software and operator problems.
- May make minor repairs on electrical components.
- Gathers and compiles IS data from data sheets, phone messages, or other documentation; reviews and follows specific instruction for resolution to simple and more routine technical errors.
- Performs standard tests on equipment or systems to determine corrective actions. Troubleshoots and corrects basic IS or equipment failures during field tests, and corrects minor problems. Generally refers more complex issues to senior computer personnel.
- Performs a combination of administrative duties necessary to assist technicians in efficiently installing and maintaining information systems.
- Provides support as requested for other senior computer personnel. Support is under direct supervision at all times.
- Assists internal customers as needed to gather and coordinate the utilization of systems and software capabilities to generate reports or other technical documents.
- Exemplifies professional, courteous, and timely work processes.
- Ability to develop effective working relationships with elected officials; technicians, vendors, supervisors, and co-workers.
- Ability to maintain confidentiality.
- Ability to interpret and carry out instructions and assignments as warranted.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent; plus one (1) year of computer related training; and
- One (1) year of responsible experience performing above and related duties; specific experience computer system and software service is preferred; and
- A combination of equivalent education and experience.

OTHER REQUIREMENTS

- Must have a current and valid Utah Driver License.
- Must pass background check and drug testing.

APPLICATIONS

Contact Human Resources for Complete Job Description

County website at <http://duchesne.utah.gov>

Send completed application with Cover Letter and Résumé to: lhenrie@duchesne.utah.gov

In person: Duchesne County Administrative Office Building, 734 N Center St, Monday through Friday 8:30 AM to 5:00 PM

By Mail: ATTN: Human Resources, Duchesne County Administrative Office Building P.O. Box 346, Duchesne, Utah 84021-0346

DUCHEсне COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.