

TUSCARAWAS COUNTY INFORMATION TECHNOLOGY DEPARTMENT

125 East High Avenue
New Philadelphia, Ohio 44663

ENTRY LEVEL IT POSITION

JOB DESCRIPTION:

This entry-level position is responsible for performing a variety of duties associated with maintaining the operations of the Tuscarawas County IT Department such as assist users with hardware and software; install and/or troubleshoot computers, printers and software.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES:

- 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.
- Ability to multitask

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:

Generous personal, vacation and sick leave packages as well as federal holidays off. The multiple choices of medical insurance mean that there are options for each person. This position is 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.

The work schedule for this position is flexible full-time with on call hours.

Please submit a resume with 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:	TUSCARAWAS COUNTY IT DEPARTMENT 125 EAST HIGH AVE NEW PHILA, OHIO 44663

This is an ongoing posting and no open position exists at this time.