



JOB DESCRIPTION – IT Technician

May 2019

Department - Information Technology

Schedule – 3 days per week (24 hours) Rate of Pay - \$15.50/hour

POSITION SUMMARY

This position provides technical support of the County owned network, PCs and peripherals. This position reports to the Information Technology Director. The Technician position is a Part-Time/Intern position. This position requires a high level of trust, accountability and the ability to maintain confidential information.

ESSENTIAL RESPONSIBILITIES

- Create network topology database/diagram/inventory
- Setup new computer systems
 - Install hardware and software
 - Ensure proper operation
- Perform routine preventative and corrective computer hardware maintenance
- Pickup, deliver, re-install equipment
- Setup and take down computer systems at temporary sites
- Other duties within professional competency as assigned by the IT Director
- Regular attendance and timeliness required

WORKING CONDITIONS

This position is inside the county buildings in a normal office environment. It has frequent contact with the Navarro County employees, as well as the public. Travel to locations within the county in all types of weather conditions is required. The noise level in this office varies, but is usually moderately quiet. General office hazards, including climbing ladders, are present.

EDUCATION

Minimum Required: Associates Degree in Computer Science; **OR** High School Diploma/GED, and **pursuing additional education** in Computer Science (job-related topics including but not limited to, TCP/IP over Ethernet, MS Server, MS Windows 7 & 10.)

EXPERIENCE/SKILLS

- Basic knowledge of networking, MS Office, MS Windows 7, 8.1 and 10, Ethernet cabling.
- Requires ability to work independently under general direction.
- Must be able to take precise notes.
- Must have interpersonal skills in dealing with the public, as well as the ability to develop and maintain professional working relationships with county officials, department heads and co-workers.
- Ability to maintain confidentiality and comply with HIPAA and all other compliance standards per county policy.
- Requires knowledge of the structure of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

- Must understand written sentences and paragraphs in work related documents.
- Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you.
- Must communicate effectively in writing. Must also have the ability to read and understand information and ideas presented in writing.
- Must have the ability to concentrate on a task over a period of time without being distracted.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

SPECIAL CONDITIONS

Requires valid Texas driver's license.