

Level One Computer Technician – Saunders County – Wahoo, NE

Education-Experience:

- Minimum of a high school diploma or equivalent required
- Two years of post-high school experience in IT Services, Windows OS, MS Office, installing/maintaining/configuring/servicing PC's and peripherals
- Approved education beyond high school in a related field of study may be substituted for on a year-for-year basis for the required work experience

Basic Functions:

- Install, configure, and service PC's, peripherals, software, and other tech. equipment
- Analyze and report complex LAN/WAN connectivity failures/issues to County Support (5/9s)
- Ensure that office computers and network area are clean and safe
- Perform other tasks and duties as assigned
- Training is available

Necessary Skills and Abilities:

- Knowledge, experience with, and use of various PC software Packages, Operating Systems, PC Hardware, and networking
- Ability to be trained to understand Specific County Office Software
- Strong customer relationship and crisis management skills
- Ability to plan and meet project deadlines
- Ability to successfully trouble shoot and correct PC hardware problems
- Ability to establish and maintain effective working relationship with supervisors, elected officials, and county employees
- Ability to maintain sensitive and confidential information of all departmental communications, documents, and information
- Ability to communicate clearly and effectively

Salary (commensurate with education and experience): \$30,000-\$50,000 plus benefits

The position will be open until filled with no decision before April 10, 2015

Email Application and Resume to: Elizabeth Zwiebel at ezwiebel@co.saunders.ne.us

Or send to:

Attn: Elizabeth Zwiebel

433 N Chestnut Suite 302

Wahoo, NE 68066