

Taney County Commission is now accepting applications for the following job. The deadline is Friday, July 23, 2010 at 5:00 p.m. Resume's may be mailed to P.O. Box 1086, Forsyth, Missouri, 65653, or emailed to commission@co.taney.mo.us or dropped off at the Commission Office, 132 David Street, Forsyth, Mo.

POSITION: Help Desk Technician

REPORTS TO: Information Systems Administrator

SUMMARY: Provide computer support to various departments. Duties may include repairing hardware, including desktops, laptops, and associated peripherals, reinstalling operating systems, diagnosing, repairing, and/or replacing parts. A highly motivated, as well a self-initiator, is essential.

PRIMARY RESPONSIBILITIES:

1. Interface with all users to analyze, diagnose, and repair computer workstations.
2. Perform minor system and administration roles.
3. Repair minor network issues.
4. Verify open incidents as current and updated, as well as maintaining issues in an efficient and timely manner.
5. Provide professional initial point of contact via telephone, e-mail, and/or personal contact.
6. Participation in additional projects and tasks, as assigned by the Information Systems Administrator.

CRITERIA/SKILLS REQUIREMENTS:

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Excellent time management and organizational skills.
3. Valid Missouri driver's license.
4. Minimum two years help desk or similar support experience.
5. Knowledge of basic networking troubleshooting. This is normally acquired through prior education or on-the-job training.
6. Working knowledge of MS Windows, Windows 7, Server 2008, and MS Office 2007 applications.
7. Prefer certification of CompTIA A Plus and/or Network Plus.

SALARY:

\$10.00 - \$12.00 per hour DOE/DOQ

EOE