Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: *COMPUTER TECHNICIAN*　　　　　　　　　　　　Posting# 3021-0914md

REQUIRED ATTACHMENTS TO APPLICATION:
- **Supplemental Documents**: *Supplemental Questionnaire*
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 30, $1,457 bi-weekly / $18.21 per hour　　*plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: August 20, 2014　　　　　　　**CLOSING DATE:** September 4, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - http://www.utahcounty.gov/jobs

JOB SUMMARY:
Under general supervision of the Computer Technical Support Manager, performs routine and technical computer support work associated with maintaining hardware, software, and related technology for County departments.

DUTIES INCLUDE:
Maintains integrity and continued operation of County computers and related peripheral equipment.
Provides workstation computer support including support for outside users through operation of the help desk; provides telephone support for hardware and software and troubleshoots problems.
Installs and upgrades software and hardware and provides onsite training for users.
Controls network switches and monitors network connectivity between County sites; diagnoses and resolves network connectivity problems and errors; configures workstation computers to operate on the County network.
Diagnoses problems and repairs workstation computers, printers, routers, modems, network switches, servers, and related equipment.

EVALUATION AND SELECTION FACTORS INCLUDE:
Working Knowledge of: computer systems used by the County; computer peripherals including tape drives, disk drives and printers; telecommunications networks, servers, operating systems software, office automation software such as word processing and spreadsheets, Windows, PC networks, and data communications at all county sites.
Skill in: reading, writing, and basic math; operating and maintaining all types of laser printers, personal computers, diagnostic equipment, routers, servers, modems, and mainframe equipment.
Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; learn new technology (hardware and software); ability to work as a team to meet deadlines and reach goals.

REQUIREMENTS FOR EMPLOYMENT:
Associate's degree in computer science or closely related field and Two (2) years of work experience performing computer technical support activities. Equivalent combinations of education and experience may also be considered.
Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:
Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS:
Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Utah County
HEART of UTAH