

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a **Computer Systems Technician** to work in the Management Information Services Department. The position performs professional work in installing and maintaining PC hardware, operating systems, and software. The department maintains approximately 650 PC's and 500 plus users. Duties include providing hardware and software installation and support for County government staff and systems involving PC's; hardware and software installation; trouble-shooting workstation and printer malfunctions; assisting in maintaining documentation; conducting training on various PC programs; responding to Help Desk requests; making repairs and upgrades; and performing other duties as assigned. The selected applicant will be on-call, as required. Work is performed under the supervision of the MIS Director.

JOB REQUIREMENTS: The position requires a two year Associates Degree in Information Technology or an equivalent combination of education and experience. Experience should include working with PC hardware, Windows operating systems, and Microsoft Office software. Microsoft or Comp TIA certifications are desired but not required. Applicants should have good troubleshooting abilities; knowledge of the inner workings of computers; an understanding of Windows 7/Windows 8.1, and Windows 10 operating systems; the ability to quickly learn technical concepts in a fast-paced environment; and the ability to multi-task. The ability to work with a wide range of skill levels and personalities and good written and oral communication skills are also required. Must have a valid driver's license and be insurable at regular rates on the County insurance.

Salary Range: Grade 66 \$33,564 - \$55,596

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169) or at Surry County Human Resources, 114 W. Atkins Street, Dobson, NC (336-401-8221) until 5:00 pm on closing date. A complete list of duties and physical requirements will be available upon request.

SURRY COUNTY IS A DRUG FREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER

Date Posted: March 13, 2019
Closing Date: Open until filled