

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

Office Memorandum

JOB NOTICE

Date: October 16, 2018
Position: I.T. Technician I
Reports To: Information Technology Supervisor
Starting Salary: Entry level position: \$27,449-\$35,684
Deadline to Apply: Until filled

Specific duties may include, but are not limited to:

- Troubleshoot and repair hardware and peripherals on desktop and laptop computers.
- Troubleshoot and install computer software.
- Answer Helpdesk calls from personnel with general requests for technical assistance. i.e.: Troubleshoot issues with Microsoft Office suite of applications, build laptop and desktop computers, troubleshoot printers/copiers, fax machines, scanners, etc. This position is the primary support contact for end users at the Sheriff's Office.
- Order new desktop and laptop computers and equipment.
- Participate in 24x7 on call rotation.
- Additional duties as required

Minimum qualifications:

High school diploma/GED

Must have knowledge of Windows operating systems and Microsoft Office suite of applications.

Must have knowledge of desktop antivirus software.

Must have knowledge of laptop and desktop hardware components.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.

Thank you.