

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: July 23, 2020
Position: I.T. Technician I
Reports To: I.T. Systems Manager
Starting Salary: \$27,449 annually
Deadline to Apply: August 2, 2020

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 Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement and more.

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

This posting has been reviewed by Human Resources and found to be job related and nondiscriminatory.

Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace