



Employment Opportunity

Computer Operations Technician - Department of Technology Services

\$14.20 hourly salary (Grade C06)

40 hour position with a full benefit package

Apply By: Wednesday, July 10, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Performs a variety of skilled technical activities in computer operations.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Perform server and other system backups and ensure proper security and storage of media
2. Transport media to County designated offsite storage location
3. Perform operator tasks including operating and monitoring HP3000 mainframe server and other systems, initiating jobs, and responding to system messages, etc.
4. Operate all related processing equipment including printers, burster, and pressure sealer
5. Print reports, checks and special forms for agencies
6. Enter data in a prescribed format, verify accuracy of data entry, determine causes of errors and takes appropriate corrective action
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
 2. One year experience in a technology related setting*
- * A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires a criminal background check prior to employment

A Carroll County Government job application is required for this position

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 06/19/19
(19-128)

Carroll County is an equal opportunity employer