



Employment Opportunity

Repair Technician

Department of Technology Services

\$20.04 hourly salary (Grade C10)

40 hour position with a full benefit package

Apply By: Wednesday, December 4, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Installs, repairs and provides preventative maintenance services on workstations, mobile devices, printers, standard peripherals, and a variety of computer and electronic equipment ensuring the availability of information technology services. Assists staff and users in the operation and care of information and communication devices.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Install and repair personal computers, mobile devices, printers and electronic equipment related to information technology
2. Test, document, train and assist staff in the operation and proper care of system and equipment to ensure conformance with specifications and requirements
3. Respond to hardware service calls, determine problems and make necessary repairs or referrals
4. Install information processing equipment, application software, network software and peripherals onto personal computers
5. Inventory, track and issue hardware and software; produce inventory related reports
6. Maintain up-to-date knowledge of software and hardware methods, trends and techniques
7. Perform related duties as to specific assignments

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Courses in computer applications or electronics *
3. Three years experience with computer installation and repair, including installation of software, setup of printers and adding users to networks *
4. A+ certification preferred *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Federal and State criminal history record 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: 11/13/19
(20-66)**

Carroll County is an equal opportunity employer