

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Computer Technician	OPENING DATE: June 22, 2021
SALARY: \$33,600.00 -\$40,000 Depending on Experience	APPLICATION DATE: until filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under direction of Systems Manager, incumbent provides technical support for all computer operations. Work also involves training and instructing all computer operations; and performs other duties as required.

EXAMPLES OF WORK

1. Prepares damaged parts through warranty repairs or orders and installs new parts.
2. Maintains tape drives, cassette readers, printers and disk driver cleaning and performs minor repairs; installation and/or exchange of modems.
3. Installs cable and wiring system for purposes of networking a total computer system.

QUALIFICATIONS:

Training and Experience: Minimum of two (2) years of college with concentration being computer science, computer information or related field or high school graduate supplemented through experience in computer operations. Must be capable of effectively installing, implementing and administering databases.

Knowledge, Abilities, and Skills: Knowledge of Local Area Networks (LAN) and Wide Area Networks (WAN) operating system. Extensive experience in analyzing and revolving complex technical problems. Ability to utilize programming utilities. Ability to install and move selected computer equipment and cables. Ability to understand telecommunications terminology and conduct problem-resolving tests using electronic techniques, monitoring equipment and making recommendations for corrective action as needed. Ability to establish and maintain working relationships with Police Jury departments and subordinates. Ability to effectively converse with all users of the PC network and PC LAN users.

action as needed. Ability to establish and maintain working relationships with Police Jury departments, subordinates and other political entities. Ability to effectively communicate with others.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury
Personnel Office
Ouachita Parish Courthouse
300 St. John Street, 2nd Floor
Telephone: 318-327-1340**

Equal Employment Opportunity Employer