

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: IT Technician	OPENING DATE: May 20, 2019
SALARY: \$33,600.00 - \$40, 080.50 annually (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.)

Under direction of the Support Manager, incumbent will provide technical support for IT operations including general maintenance of computers, peripherals, servers, and network devices. Incumbent is expected to undertake tasks which will support seamless use of technology in a production environment and liaise with internal and external support agencies to efficiently resolve problems; and performs other duties as required.

RESPONSIBILITIES

1. Install, troubleshoot, repair, and maintain computers, laptops, peripherals, and software
2. Install and maintain printers, copiers, fax, etc.
3. Maintain wired and wireless network infrastructure
4. Ensure security and privacy of networks and computer systems using best practices
5. Work Help Desk tickets as assigned and maintain excellent documentation
6. Assist Engineering staff as needed
7. Nights, weekends, Holidays and over-night travel is required for this position

SKILLS

Training and Experience: Combination of education and/or experience:

1. High school diploma or equivalent
2. Two (2) years of college in computer related field
3. Two (2) years of work experience in computer operations
4. CompTIA, Microsoft, cisco, or related certifications a plus

Knowledge, Abilities, and Skills:

- Must be a team player with high degree of self-motivation and integrity
- Proven experience as IT Technician or relevant position
- Excellent diagnostic and problem-solving skills
- Excellent written and verbal communication skills
- Experience with providing exceptional customer service skills in fast-paced environment
- Knowledge of security and data privacy principles
- Ability to lift and transport weights in excess of 50 lbs.

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 either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340
Equal Employment Opportunity Employer