TOWNSHIP OF EVESHAM
JOB OPPORTUNITY

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TITLE:	**IT PC SUPPORT TECHNICIAN**
DEPARTMENT:	**INFORMATION TECHNOLOGY**
SALARY:	**$25.00 per hour**
FLSA STATUS:	**Non-Exempt**
SCHEDULE:	**Generally Monday through Friday – 8:30AM – 4:30PM**
	Flexibility with schedule as necessary for additional days/hours.

POSITION SUMMARY:
Under the direction of the IT Manager, this position is responsible for activities related to the PC support function including hardware/software installation and preventative maintenance. Follows administrative policies, solves technical problems using established troubleshooting methods. Assists with maintaining the PC and PC parts inventory. Fosters a positive customer service approach to PC support. Assists in maintaining network backups, both in the Municipal building and remote sites.

POSITION QUALIFICATIONS:
- Required: Associate Degree
- Preferred: Bachelor of Science degree with focus on the Sciences, IT Technical or Database Administration.
- Experience Required: Entry level position; will accept individual with degree but no formal work history
- Experience Preferred: 2-year PC Support/Help Desk (hardware and software) experience; Knowledge of Windows 7/8.1/10. Knowledge of SQL Administration is a plus. Valid driver's license; IT related technical certifications, i.e. CompTia and Microsoft MCPs.

SPECIALIZED SKILLS/KNOWLEDGE:
Knowledge of PC hardware/software installation, troubleshooting, maintenance and configuration. Experience with all current Windows operating systems and applications:
- Responsible for all ongoing maintenance and planning of Windows desktop environment
- Proven ability to offer high level desktop support and resolution of technical issues
- Self-motivated; team player, good communication skills, both technical and non-technical

Submit Resume to: hr@evesham-nj.gov or Township of Evesham, Human Resources Office, 984 Tuckerton Road, Marlton, NJ 08080 by Friday, September 13, 2019. EOE.

August 2019