

# NOTICE OF JOB OPENING

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**OFFICE:** Information Technology

**JOB TITLE: Information Technology Support Technician**

Houston County is seeking a qualified candidate for the full-time position of IT Support Technician. The qualified candidate should be able and ready to provide technical assistance to all county offices for problem resolution through discussion and diagnosis of the particular problem. This is a non-exempt hourly position that will report directly to the County Judge with a dotted line to our in-house consulting company for major infrastructure direction/changes.

**JOB SUMMARY:**

The IT Support Technician performs break-fix troubleshooting for Windows (Windows 7 Pro and some Windows 10) workstations, printers, scanners, cameras, and other peripherals. You will also be responsible for providing application support for Microsoft Office (Word, Excel, PowerPoint, and Outlook) and other production software. (see complete job description on website)

**CLOSING DATE FOR APPLICATIONS:** April 27, 2018 4:00 pm

**EDUCATION, EXPERIENCE AND TRAINING:**

One to two years of basic desktop support/break-fix experience in hardware and software installation and troubleshooting.

AND/OR

Any alternate combination of experience and training which provides the required knowledge, skills, and abilities as shown above.

**County application is available at the Treasurer's Office and on the Houston County, Texas website at [www.co.houston.tx.us](http://www.co.houston.tx.us)**

**Submit completed Application and Resume  
by 4:00 pm on April 27 to:**

County Judge Jim Lovell  
Houston County Courthouse Annex  
401 East Goliad Suite 201, Crockett, Texas 75835

**HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**