



### JOB POSTING FOR End-User Support Technician

The Mercer County Auditor's IT Department has taken on more responsibilities over the years and has grown to the point where an additional IT support person is necessary. This person would be the first point of contact for over 100 people and will either assist them directly or escalate them onto other technicians specialized in certain areas. Responsibilities will include help desk operations, software support and training, user support and training, document management, inventory of IT resources, monthly meetings with each department, and other miscellaneous tasks. A pleasant disposition is required as well as the ability to work well with others.

#### **Salary Range:**

\$14.00 to \$16.00 per hour (starting range with opportunity to increase)

#### **Minimum Requirements:**

- High school diploma/GED or better
- 2 years of experience providing computer related support
- Proficiency with popular office applications
- Ability to put people at ease
- Exceptional communication and collaboration skills
- Embraces and promotes new technologies
- Talent for web site design (optional, but desired)
- Document management experience (optional, but desired)

Please submit a resume and application (see link below) to:

[itjob@mercercountyohio.org](mailto:itjob@mercercountyohio.org)

#### **Application Link:**

[http://www.mercercountyohio.org/commissioners/application\\_form.pdf](http://www.mercercountyohio.org/commissioners/application_form.pdf)