



Job Description

INFORMATION TECHNOLOGY ASSISTANT

Position Summary

The Information Technology Assistant acts under the direction of the Director of Information Technology performing support tasks assuring the smooth functioning of Agency information technology.

Responsibilities

- Re-images and re-builds computers as directed;
- Attaches PC's and Laptops to domain;
- Assists with onsite IT support to staff with software and hardware problems, including testing and troubleshooting of PC's and workstations;
- Assists with training employees on MS Office applications
- Attends staff development training seminars on current practices as directed by the IT Director
- Undertakes related duties as assigned.

Qualifications

High School or technical school diploma and at least two year's related experience. Working knowledge of Windows 2003, 2008, and 2012 servers and setting up MS Office products; networking knowledge in attaching printers to domain. Familiarity with switches & routers, various backup systems, and Corporate Anti-Virus rollout.