

Geauga County Automatic Data Processing Board Department of Information Technology



Charles E. Walder, Secretary

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

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Web site: <http://www.co.geauga.oh.us/departments/adp/index.htm>

Email: helpdesk@co.geauga.oh.us

JOB OPPORTUNITY

To be posted from Tuesday May 7, 2019 until filled.

Position: Helpdesk/Workstation Specialist

Hours: 8:00 A.M. to 4:30 P.M., Monday through Friday

Location: 231 Main Street, Chardon, Ohio

Compensation: Commensurate with experience

Qualifications: High school diploma

Duties/Responsibilities: The duties and responsibilities of the Helpdesk/Workstation Specialist within the Automatic Data Processing department shall include, but are not limited to the following:

- * Answering phones
- * Creating HelpDesk tickets
- * Troubleshooting hardware/software issues
- * Resolving issues over the phone or using remote access
- * Setting up/deploying computers and printers, and
- * Perform other such duties and responsibilities as are, from time to time, assigned.

This position requires an organized, self-motivated candidate with good communication and people skills, experience a must, and the ability to work well with a team. All candidates are subject to a background check. Please fill out the employment application found at <https://co.geauga.oh.us/Departments/Automatic-Data-Processing/Forms> and send with resume via email to doitdir@co.geauga.oh.us. Applications will be accepted through May 27, 2019.