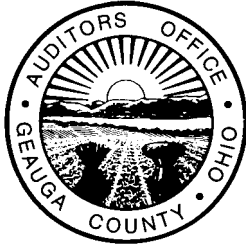


# Geauga County Automatic Data Processing Board Department of Information Technology



**Charles E. Walder, Secretary**

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

(440) 285-2222, 834-1856, 564-7131 Ext. 4357

Direct Line: (440) 279-4357 FAX: (440) 279-2184

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

Email: [helpdesk@co.geauga.oh.us](mailto:helpdesk@co.geauga.oh.us)

## ***JOB OPPORTUNITY***

To be posted from Monday, November 2, 2020 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, trade school or college preferred
- 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](mailto:doitdir@co.geauga.oh.us). Applications will be accepted through November 23, 2020.