



# CITY OF JERSEY VILLAGE, TEXAS

16327 Lakeview Dr.



Jersey Village, Texas 77040

## JOB POSTING PC Technician

<b>POSITION:</b>	PC Technician	<b>DATE POSTED:</b>	12/28/2017
<b>DEPARTMENT:</b>	Administration	<b>FLSA STATUS:</b>	FT, Non-Exempt

**JOB SUMMARY:** Under general supervision of the IT Administrator, responsible for Microsoft based PC support, daily problem resolution, replacing/rebuilding computers, and software installations. Provides support on a broad range of client hardware and software products. Responsible for tracking and communicating status of incidents/problems. Maintain Windows and Antivirus update systems and ensure they are current. Responsibility for daily backup systems. Assist with network infrastructure, including but not limited to, servers, network equipment, firewalls, printers, telephones, security cameras and their associated cabling.

### ESSENTIAL JOB FUNCTIONS:

Must have sufficient computer skills to be able to perform:

- First-level PC desktop support involving PC problem determination and resolution
- PC desktop installation and replacement
- Software installations, such as Microsoft Windows, Office, and Symantec Antivirus
- Windows networking skills, knowledge of TCP/IP and network cabling
- 802.11 wireless networking
- Maintain and Monitor daily backup systems
- Knowledge of VPN / Remote Access software
- Knowledge of security surveillance systems
- Other duties as assigned

**OTHER DESIRED SKILLS:** Windows Server, Active Directory, Exchange, Office 365, VMware, and IP based telephone systems a plus. Time management, prioritization skills and ability to work under pressure.

**PHYSICAL REQUIREMENTS:** Must be able to sit for extended periods of time inputting data on personal computer and/or assisting customers; carry, lift, or drag objects weighing up to 35 pounds, stoop, and squat, kneel, climb, and stretch to reach areas of the work site.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:** Must have a high school diploma or its equivalent. Some college preferred or equivalent combination of IT education and experience. Computer certifications a plus.

**MINIMUM REQUIREMENTS:** Must be able to pass a security background check and must Not have any Class B misdemeanor or higher convictions. Must have a valid Texas driver's license, have their own transportation, and read, write, and speak English clearly, neatly, and in a pleasant courteous manner. People skill with the ability to communicate effectively and courteously.

**SALARY INFORMATION:** \$34k - \$45k DOQ.

**APPLICATION DEADLINE:** Open until filled. **Employment application required in addition to a resume.** E-mail applications to [hr@ci.jersey-village.tx.us](mailto:hr@ci.jersey-village.tx.us) or fax to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040. Application available at:  
<http://www.ci.jersey-village.tx.us/users/0007/docs/Application%20for%20Employment2017.pdf>

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