

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 or 1-888-714-0006, Extension 4357
Direct Line: (440) 286-4357 FAX: (440) 279-2184

Website: <https://adp.geauga.oh.gov/>

Email: helpdesk@co.geauga.oh.us

JOB OPPORTUNITY

Position: Computer Workstation Technician

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 a Computer Workstation Technician within the Automatic Data Processing department shall include, but are not limited to the following:

- * Ensure privacy and data protection
- * Perform regular upgrades to ensure systems remain updated
- * Troubleshooting hardware/software issues
- * Maintaining and repairing technological equipment
- * Setting up hardware and installing and configuring software and drivers
- * Perform other such duties and responsibilities as are, from time to time, assigned.
- * Experience with Active Directory and Group Policy

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://adp.geauga.oh.gov/forms/> and send with resume via email to pmcmahan@gcauditor.com.