

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION.
PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH
JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
SYSTEMS SUPPORT TECHNICIAN	\$16.84/HR	11-23-2012

WEBER COUNTY CORRECTIONS FACILITY Full Time

JOB SUMMARY Under the general supervision from the Weber County Sheriff's Office administrative staff and in concert with Weber County Information Technology, performs all administrative systems and networking functions involving implementation and maintenance of Sheriff's Office operating system, networks and data in specified systems and networks. **MAJOR DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Installs, integrates, and maintains hardware, such as PC's, printers, and other peripheral equipment, and makes changes and repairs as required. Installs and maintains software, including modification and up-grades of existing systems, reports and forms, and trains and assists users with changes and problems. Ensures systems data integrity, back-up, etc., and is responsible for system up-time, shutting down, and re-booting systems and resolving systems problems. Troubleshoots system and database errors, as well as software problems. Trains department personnel in the use of computer and computer equipment and demonstrates applications of systems hardware and software, printers, etc. Interacts with users and management, technical staff and other County departments to maintain professional relationship as necessary to maintain systems operations. Controls user access, including log-ins and passwords; determines access levels; and configures systems to accommodate appropriate access. Assists with computer problems, providing technical assistance, as required.

MINIMUM QUALIFICATIONS *Graduation from a college or university with a Bachelor's Degree in computer science, engineering, business administration, or other closely related fields, with extensive course work in computer science, AND One year of employment in a computer related field. Preference may be given to application with experience or training in a law enforcement or related field, OR Any equivalent combination of education and experience. Working knowledge of computer, computer networks, operating systems and analysis. Working knowledge of public relations techniques. Ability to apply effectively general principles to specific conditions; ability to communicate effectively verbally and in writing; ability to research and evaluate system needs and design procedures to fulfill requirements; ability to work both independently and under general supervision and direction; ability to effectively transfer knowledge to others; ability to establish and maintain effective working relationships with employees, other departments and the public.*

SPECIAL QUALIFICATIONS Must be able to test for and attain Bureau of Criminal Identification certification.

TOOLS AND EQUIPMENT USED Personal computers and components; laser printer, dot matrix printer, printer cleaning supplies, continuity testers, ten key calculators, telephone, copy machine; fax machine, and various hand tools (screw drivers, wrenches, pliers, hammer, dolly, etc.).

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The work environment may include working in a jail/corrections setting.

POSITION CLOSES: December 7, 2012

COUNTY APPLICATION FORM MUST BE SUBMITTED AND IS AVAILABLE AT
WWW.co.weber.ut.us and Weber County H.R., 2380 Washington Blvd., 3rd Floor,
Suite 340

Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG & BACKGROUND TESTING REQUIRED