

**COUNTY OF CARBON
NON-UNION JOB ANNOUNCEMENT "R-2"**

REPOST DATE: August 20th, 2020

Application and job description may be obtained from:
Kelly J. Hamm, Assistant Court Administrator
Court Administration Office, 3rd Floor, Carbon County Courthouse
4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229
Email: khamm@carboncourts.com
(570) 325-8556, Extension 3202, Fax (570) 325-9449
or the application may be downloaded on line at www.carboncourts.com

APPLICATION DEADLINE DATE: September 3rd, 2020. Application packets should be sent to Kelly Hamm in Court Administration.

DEPARTMENT: Court Computer Information Systems
POSITION: IT Specialist
SALARY RANGE: \$14.53 per hour - Grade/Step 10A
HOURS WORKED: 8:30 a.m. - 4:30 p.m. - Monday through Friday - 35 hours per week

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists in overseeing the operation of a local and wide area networks. Assists with installing and configuring personal computers to the Windows Server network, installs software, printers and other hardware.
2. Provides quality help desk assistance, customer service and support to end users regarding system usage and hardware and software related problems.
3. Consults with Court Computer Director regarding all problems encountered in various departments. Completes troubleshooting log for all support calls.
4. Assists computer users on system access, software, hardware and peripheral usage.
5. Performs network backup operations.
6. Maintains various computer logs on all computer system hardware and software failures and maintenance requirements, troubleshooting and user requests.
7. In the absence of the Court Computer Director, performs routine functions in order to support the computer systems and keep them operational.
8. Prepares court forms, jury pamphlets and certificates. Creates forms, wedding booklets, business cards and other correspondence for all Court and Court-Related Offices.

Applicant must possess an Associate Degree in Computer Science or Computer Information Systems, preferred, or have at least two (2) years computer and customer service background with analytical ability. Legal terminology or paralegal training certification is preferred. Applicant must be able to speak and understand the English language; follow oral and written instructions; possess the ability to maintain confidentiality in regard to information and records; must have excellent customer service and communication skills; possess attention to detail and multi-tasking abilities; possess knowledge and ability to practice correct usage of grammar and spelling. Occasional lifting of objects weighing 30-50 pounds will occur.

Applicant must successfully complete a criminal background investigation and pre-employment drug screen.

AN EQUAL OPPORTUNITY EMPLOYER