



WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Jonathan Hofstetter ★ Ron Amstutz

JOB ANNOUNCEMENT Computer Technician

Job Stability! • Great Benefits! • Great Retirement System! • Great Team!

Do you love technology and problem solving? Would you like to work for a place that serves the public, has job stability, great benefits, great retirement system and a great team to work with? Would you like to have 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)? If so, Wayne County is the place! The Wayne County Commissioners are currently accepting employment applications for the full-time position of Computer Technician.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- On-site and remote desktop, laptop computer and related items (scanners/printers) support including such items as troubleshooting, anti-virus, anti-spam and clean-up and maintenance of the computers, which includes both installation/removal of software as well as hardware repairs.
- Network support for multiple networks including tying printers and copiers into various networks, which includes working with high security networks for the Jail and the Health System.
- Support and maintain various phone systems including on-site user training and voicemail programming.
- Technology disposal process, including making sure various hard drives and information storage devices are clean and data removed before disposal.
- Website maintenance of existing sites
- Assist Airport personnel with the use of QuickBooks and monthly reporting.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to waynecountyhr@wayneohio.org. Or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Olivia Endsley Questions? Call 330-287-5497.

The position will be open through August 30, 2023.

Wayne County is an Equal Opportunity Employer