



COLUMBIA COUNTY SHERIFF'S OFFICE

OPEN POSITION ANNOUNCEMENT APPLICATION CLOSE DATE – OPEN UNTIL FILLED

The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the Columbia County Sheriff's Office Human Resources Division.

POSITION TITLE:	INFORMATION TECHNOLOGY SUPPORT ASSISTANT (NON-SWORN POSITION)
HOURS:	Normal Office Hours are 8am – 5pm Mon-Fri - 40 hour week
SALARY:	\$32,500.00 Annually / \$1250.00 Bi-Weekly
DESCRIPTION:	Position's primary focus is in the area of computer operations, user and desktop support (hardware and software), helpdesk, and data management. Performs a variety of moderately complex information technology support duties. Monitors, operates, or coordinates and assists others in the operation of computer hardware, software, and peripherals in order to achieve desired results. Utilizes computer equipment, software and diagnostic tools to perform a broad range of customer assistance, equipment maintenance and repair and computer operations assignments. Requires minimum supervision. Updates supervisor on status of projects or technical issues. Exercises judgment and creativity in selecting and applying procedures correctly, and determines when to refer problems to the supervisor or next level of support.
EXPERIENCE:	Prefer two or more years of related experience with computers and providing customer service in a technological environment. May require the knowledge of a variety of hardware as well as software and operation systems. May be tested on appropriate computer skills as required.
REQUIREMENTS:	To submit an application: <ul style="list-style-type: none">• be a High School Graduate or have a GED• have a current valid Florida driver's license
SELECTION:	Selected applicants will be scheduled for an oral interview and may be administered a skills verification test with representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.
DEADLINE:	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at www.columbiasheriff.org (Applications that are incomplete, missing information or faxed will not be accepted).
CONTACT INFO:	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

EQUAL EMPLOYMENT OPPORTUNITY