

JOB OPPORTUNITY ANNOUNCEMENT

DEPARTMENT: Hunt County Information Systems Management

POSITION: **Assistant to the I.T. Director**

EDUCATION: High School Diploma

PAY SCALE: \$29,340 per year with benefits

REQUIREMENTS:

- ◆ Must be 21 years of age at time of employment.
- ◆ Must be U.S. Citizen.
- ◆ Must have a good work history. College hours helpful.
- ◆ Must have a clear background with good moral character, must be able to pass a criminal history background check.
- ◆ Must not be on probation for any criminal offense.
- ◆ Working hours, Monday thru Friday 8 am to 5pm.
- ◆ Must be able to lift materials 50lbs or less.
- ◆ Must have a valid Texas Driver's license. Good transportation.
- ◆ Must possess excellent people & communication skills.
- ◆ Must pass a urinalysis test before beginning employment.
- ◆ Able to sit or stand for long periods of time if necessary.
- ◆ Good computer skills necessary with Microsoft Windows experience, willingness to learn and grow with the I.T. environment.

: This is an entry to intermediate level position. The employee under supervision receives on-the-job training with increased responsibility and performs a wide range of computer, network, and/or server operations support activities. The employee uses independent judgment to make decisions and interpret policies and procedures to specific situations.

To be considered, you must complete an employment application in full. You may obtain an application in the Human Resources Department, Room 200 of the Hunt County Courthouse.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER