



## **TECHNOLOGY ASSISTANT**

### **JOB DESCRIPTION:**

The Technology Assistant provides operational and technical support to all Decatur County and City of Greensburg departments and reports to the Technology Director. This position will be a salaried position and require work outside of normal business hours, including on call and remote support assistance.

Daily responsibilities include responding to requests for user support via tickets, email, and phone, monitoring network and server health, and other daily tasks as needed. Additional responsibilities include procuring new devices for users, planning future equipment replacements, and assisting in preventative maintenance and upgrades for the entire Decatur County and City of Greensburg network.

A college degree or technical trade school training is preferred, as well as previous experience working in a technology, government, or public safety setting. Additional government/public safety system training will be provided. Applicants will be evaluated on a combination of education, relevant work experience, and desired skillset.

### **DESIRED SKILLS:**

General computer setup / troubleshooting / repair  
Basic networking skills (routing, switching, cellular access devices)  
Active Directory / Windows Server experience  
Linux server experience (Redhat/Ubuntu)  
Conceptual knowledge of virtualization platforms (VMWare)  
Basic understanding of voice over IP phone systems  
Basic understanding of network services (DNS, SMTP, Spam filtering, etc)

Interested applicants shall send a resume and cover letter addressed to Josh Tressler at [techjobs@decaturcounty.in.gov](mailto:techjobs@decaturcounty.in.gov). Resume and cover letter are due by 5pm on Friday, November 26<sup>th</sup>, 2021.