

**Berkeley County Government**

**JOB OPENING - EXTERNAL POSTING**

**IT SYSTEMS TECHNICIAN ASSISTANT – PART TIME (PS101229)**

**DEPARTMENT: LIBRARY ADMINISTRATION**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform a variety of basic help desk support requests and route help desk requests to appropriate Systems staff for follow-up or action. Perform basic maintenance and up-keep of library technology equipment such as, installation of software/hardware (workstations, printers, monitors, scanners, mobile devices, patch cables etc), basic cleaning and preventive maintenance of library technology equipment. Perform library technology inventory and surplus. Manage, maintain, track library asset/inventory equipment. Prepare items for surplus (cleaning, deleting data from hard drives, printers, etc). Prepare and/or coordinate pickup of library technology equipment for surplus. File and maintain paperwork (asset / inventory, shipping, training) forms/documents. Assist with System related projects such as staff, public training, and setup/installation/removal of technology equipment (workstations, printers, monitors, etc). Keep up with library related technology via journals, magazines, webinars, etc. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent required; and two (2) years related Library and/or technology experience preferred. Candidates should possess a positive attitude and enjoy helping people.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills test score of **61** is required for this position.

Must be able to operate general office equipment.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for all assigned tasks.

**HOURS OF WORK/MISCELLANEOUS DUTIES:**

**This position is currently classified as non-exempt and reports directly to the IT Systems Manager. **Twenty (20) hours per week between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.**** Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) under the "Employees" tab and select the "Employee Online" link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

**IT Systems Tech Assistant – Grade: C07  
Entry Level Hourly Range: \$10.50 - \$12.08**

**Date of Posting: 11/18/2015  
Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an at-will basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***