



OPPORTUNITY NOTICE

<u>POSITION:</u>	DESKTOP TECHNICIAN
<u>LOCATION:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, non-exempt Staff Position
<u>WORK WEEK:</u>	Monday through Friday
<u>SUPERVISOR:</u>	Information Technology Manager
<u>SALARY RANGE:</u>	Range 17 (\$4,064 to \$6,604 per month)

POSITION OBJECTIVE: Provide a single point of contact for end users to receive desktop support and maintenance which includes installing, diagnosing, repairing, maintaining and upgrading all PC software, hardware and equipment to ensure optimal workstation performance; troubleshooting problem areas (in person, by telephone or via e-mail) to facilitate accomplishment of the District's mission and goals in an efficient and effective manner while protecting the integrity, stability, security and confidentiality of the District's computer systems.

REQUIREMENTS: The District expects all employees to provide high quality and reliable service to its customers. To accomplish this, a high standard of professionalism, cooperation and team effort between individual employees, as well as among all departments, is required. The attached job description details the job functions, knowledge, skills, abilities, experience, training, working conditions and other requirements to fulfill this position. To be considered a candidate for this position, applicants must meet the requirements contained in the job description.

SELECTION PROCESS: Applicants must complete and submit an employment application and supplemental questionnaire, along with copies of relevant professional and training certificates.

Candidates' abilities and qualifications will be evaluated using a cognitive test; supplemental questionnaire; work history; criminal and background check, employment references and recommendations; education, certifications and training courses completed and an interview to determine skills and abilities needed to fulfill the requirements of this position.

Based upon these evaluations, District Management will make the selection.

POSITION CLOSING DATE: This position is open until filled and early application submittal is encouraged. (First review is **September 3, 2021**.) If you have questions regarding this notice, the requirements, and/or the selection process, please contact Human Resources, Post Office Box 1000, Carlsborg, WA 98324, email humanresources@clallampud.net, telephone 360.565.3276.