

**County of Hillsborough
Human Resources Department
329 Mast Road Suite 112
Goffstown, NH 03045**



Telephone (603) 627-5604

Facsimile (603) 624-4263

POSITION

Department: Computer Information Services (CIS)

Location: Hillsborough County Complex

Schedule: Full Time \$16.61 - \$25.71/hourly

Pay Grade: 6

Position Overview

The candidate will provide technical support services to internal customers to resolve system problems as well as maintain, analyze, troubleshoot, and repairs computers, systems, hardware, and peripherals.

General Responsibilities

- Performs troubleshooting of computer systems, email systems, VoIP and telephony systems to maintain operations, and repair malfunctions
- Assists with documentation of backup and restore procedures, security procedures, virus control procedures
- Suggests control procedures that insure the prompt recovery, security and integrity of data, and the availability of the network
- Ability to answer user inquiries regarding computer software and hardware operation to resolve problems
- Provides services to multiple agencies/departments at locations across the County
- May assist in maintaining user account information including rights, security, and system groups

Qualifications

- Knowledge of computer science equivalent to an Associate's degree
- At least two years of experience in computer support, maintenance, and application software
- Knowledge of computer science equivalent to an Associate's degree
- Requires working experience with wide area networks, Microsoft environments, And A+ Computer Certification
- Position requires regular lifting, bending and climbing with occasional materials over forty pounds
Must have valid driver's license, personal vehicle and current insurance to regularly and without prior notice, transport oneself to remote Hillsborough County office sites

HOW TO APPLY

Please send resumes, cover letter and application to:
Hillsborough County Human Resources Department
329 Mast Road – Suite 112
Goffstown, NH 03045

Email: careers@hcnh.org

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