

**Maverick County
Auditor's Office Department**

500 Quarry Street, Suite 1
Eagle Pass, TX 78852-4528
Office: 830-752-4489
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VACANCY ANNOUNCEMENT

DATE: August 19, 2019

POSITION: Part Time -IT (20 Hours Maximum per week)

SALARY: \$10.50 p/hr.

JOB SETTING: AUDITOR'S OFFICE

Effective Year: Fiscal Year 2019-2020

REQUIREMENTS: Must have high school diploma or GED; combination of education and experience will be a plus; 1-3 years of experience in a service/help desk role;

ESSENTIAL FUNCTIONS

- Responsible for installing, configuring, testing, monitoring, diagnosing, troubleshooting, repairing, cloning, maintaining, and upgrading all workstation hardware, software, network peripheral devices, and networking equipment while ensuring optimal workstation, network connectivity and device performance
- Advises/educates customers within procedural guidelines to ensure a complete solution to their technical or services questions
- Troubleshoot hardware and software issues in person, remotely and via phone
- Assist employees with computer problems and providing resolutions for technical and service issues
- Other duties as assigned

DEADLINE: Until Position Is Filled

INTERVIEW: To Be Announced

APPLY TO: Auditors Office located at 370 N. Monroe St. Suite 1, (830) 773-3708