**IT Job Opportunity:**

The Washington County IT Department is taking applications for a part-time position. We are looking to hire a technician with computer related knowledge. You will resolve computer software, hardware and network-related issues. Applications will be accepted at the Washington County office located at 256 E Court St in Weiser, Idaho. Please contact our office at (208) 414-2092 if interested. Washington County is an equal opportunity employer.

**Responsibilities:**

* Responsible for managing, prioritizing, and completing open service requests and incidents tasks in a timely manner or as outlined in the work request. Escalates when necessary
* Acts upon internal customer questions/requirements
* Communicates effectively with technical and non-technical users
* Documents and records processes/procedures to promote streamlined processes for the department
* Works efficiently independently or as a team member, multi-tasking and prioritizing appropriately to meet deadlines
* Basic hardware replacement/installation
* Assisting in IT projects
* Assisting with Inventory Management
* Demonstrates excellent attendance and punctuality
* Performs other duties as assigned or needed
* Resolve issues via phone or electronically by remote access
* Learn file interfaces and requirements, and associated systems/applications

**Qualifications:**

* High school degree, or equivalent.
* Education or experience in IT or other related fields
* Proficiency with Microsoft Office products.
* Strong verbal and written communication skills.
* Ability to build rapport with users
* Good keyboarding skills
* Strong troubleshooting and critical thinking skills
* Positive and professional demeanor

**Job Type: Part-time**

Pay: $17.00 - $20.00 per hour

Expected to work no more than 19 ½ hours a week.