

## **IT Help Desk Operator**

Title: Distributed Computer Systems Specialist

Brevard Clerk of Court

Department: Information Systems

Salary Range: \$11.00 – \$15.50 depending on education and experience

FLSA Classification: Full-time

### **Full-time Clerk of Court employees are eligible for:**

Health insurance

Life insurance

Florida Retirement Systems

18 sick/vacation days per year

11 paid holidays per year

### **Primary duties will include:**

Troubleshoot and repair Microsoft Windows operating system problems

Troubleshoot and repair Microsoft Office software problems

Troubleshoot and repair simple network problems, including internet browser software

Troubleshoot and repair common personal computer hardware problems

Image personal computers

Eradicate malware on personal computers

Perform other miscellaneous IT duties as needed

Effect repairs remotely using remote desktop software (LANDesk) (training will be provided)

Distribute work orders to different areas of the department.

Create CD's for recording archives (training will be provided)

Ability to perform morning Operation procedures (training will be provided)

Abilities to perform night operation procedures. (Training will be provided)

### **Desired Skills & Experience:**

Professionalism and strong communication skills (both in person and via phone/email)

Ability to work with all levels and varying positions of staff

Be very detailed, and have the ability to multi-task

High School Diploma required, 1-3 years of applicable experience preferred.

Must own and maintain a valid Florida driver's License.

Candidate must be able to work M-F 8:00a – 5:00p and come in early and/or stay late as needed as workload warrants. Also travel (some multi-day) may be required from time to time.

### **APPLICATION PROCESS:**

Interested candidates should submit an employment application and resume via email to Human Resources at ApplicationsHR@brevardclerk.us or may mail it to Human Resources, P. O. Box 999, Titusville, Florida, 32781-0999.

Employment applications may be printed and submitted from our website @ [www.brevardclerk.us](http://www.brevardclerk.us).

**Brevard Clerk of Court is an Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. Brevard Clerk does not discriminate in employment opportunities or practices on the basis of: race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional, or local law.**

