



HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: IT Specialist

DIVISION: Information Technology

CLOSING DATE: 07/04/2022

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE
Job Description

Position Title: Information Technology Specialist	Base Salary: \$45,000.00 Annually
	Supervised By: Chief Deputy

ESSENTIAL FUNCTIONS

The Information Technology Specialist monitors and coordinates the day-to-day operations of the Harrison County Sheriff's Office's LAN-based network and works closely with Information Technology Section members. The member performs various technical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Information Technology Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

An applicant for the position of Information Technology Specialist within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Information Technology Specialist who is no longer able to comply with the requirements of the Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

SPECIFIC DUTIES:

In addition to the general duties required, the Information Technology Specialist will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Chief Deputy. The Information Technology Specialist will:

1. Use a basic technical skill set and good department business knowledge to deliver a variety of IT services to the department, varying from providing front line personal computer and network support, performing basic End User Developer duties, perform tasks related to server operation and domain

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accounts, and operates standard and specialized electronic tools for testing network connectivity.

2. Any other duties assigned by the Information Technology Coordinator.

CHAIN OF COMMAND:

This position reports and is accountable to the Chief Deputy. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. Two (2) year college degree in Computer Science or related technical fields preferred
2. In lieu of these qualifications, a combination of other training and experience may be considered.

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