# Lewis County Employment Opportunity

**Department: Information Technology Services | Position: Help Desk II**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 121: $4,949 – $6,654/mo.**

Posting Opens: **05/23/2024**

Posting Closes: **Open until filled**

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## DEPARTMENT / OFFICE

This a represented position by Teamsters within the Information Technology Services Department. *Hiring preference will be given to existing Teamsters represented employees.*

## POSITION SUMMARY

Under general supervision, provides first-level technical support functions and training for Lewis County computer system users; troubleshoots and resolves problems and maintains County computer systems, desktops, and peripherals.

## HOW TO APPLY

Application materials and job description can be found at https://jobs.lewiscountywa.gov/. Please complete the application online.

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

*Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.*

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization *to* Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received in the Information Technology Services Department.

## MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent; AND two (2) year's technical support experience.
- *Lewis County Government experience is preferred.*
- *Certification as a Microsoft Certified Professional (MCP) is preferred.*
- A valid Driver's License is required
- Proof of eligibility to work in the United States.
- Ability to speak, read, and write the English language effectively.
- *Specific computer programming skills and languages may be required.*

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.