EXTERNAL
NOTICE OF JOB OPPORTUNITY
BUSINESS APPLICATION & TECHNOLOGY SPECIALIST
ELECTION DIVISION

QUALIFICATIONS:

• College Degree preferred
• Ability to learn, use and explore various applications quickly is required
• Must have experience in Microsoft Office Suites including Access.
• Experience in Microsoft SQL is a plus
• Ability to work overtime during peak period is required
• Must be detail oriented and accurate

DUTIES:

The Business Application & Technology Specialist would work primarily for the Cook County Elections Division to help manage the successful use of various commercial off the shelf (COTS) and customized business applications. To be successful, this person would also develop technology manual with written procedures for critical processes of the election cycle and guide staff to become more skilled users of all business application, including Microsoft Office programs. In addition, we would look to this person to help develop new uses of technology to improve efficiency and security. The successful candidate must be detailed orientated and able to work independently.

Please note that, this person would not be responsible for programming, but rather understanding the ins and outs of existing programs. In the troubleshooting setting, this person would not be expected to identify the cause of problems, but rather, to understand troubleshooting principles of segregating and testing components, in order to guide, staff and to provide solid information to IT staff when higher tiered support may be necessary. In short, this person need not to be an IT professional, but a power user of IT who can help integrate technology into a complex operation. The successful candidate would have knowledge of databases, networking, file structures, and a basic overall understanding of how Microsoft Office programs interact with each other and with date extracted from other programs.
HOURLY SALARY:
NEGOTIABLE

APPLICATION PERIOD:
September 18, 2013 - Until Further Notice

APPLICATION FOR EMPLOYMENT MUST BE MADE IN PERSON AT THE
COOK COUNTY CLERK’S OFFICE OF HUMAN RESOURCES
69 WEST WASHINGTON, 5TH FLOOR, CHICAGO, ILLINOIS  60602
OR
EMAIL RESUME TO: countyclerk.hr@cookcountyil.gov (JOB CODE: ELEC091813)

AN EQUAL OPPORTUNITY EMPLOYER