FORSYTH COUNTY (NC) invites applications for the position of:

Department IT Support Technician

SALARY: $17.71 - $20.36 Hourly
$36,826.73 - $42,350.74 Annually

OPENING DATE: 06/16/22
CLOSING DATE: 06/26/22 11:59 PM
LOCATION: Government Center, 201 N. Chestnut Street, Winston-Salem
DEPARTMENT: Board of Elections

GENERAL STATEMENT OF DUTIES:

Come join the Forsyth County Elections Department! We are hiring a Department IT Support Technician. This position is responsible for voting equipment preparation and maintenance, maintenance of elections geocode and jurisdiction files, data and statistics requests and public information, hardware and software support, equipment and ballot allocation, precinct support, election audit, support non-governmental elections and state data for voter list maintenance.

This is a great opportunity for someone with elections experience and/or information technology background in administering elections in major jurisdiction. The Department IT Support Technician will be part of an organization that promotes innovation and modernizing elections administration.

*May require some evening and weekend work.

DISTINGUISHING FEATURES:

A successful candidate should have the following knowledge, skills and abilities:
Considerable knowledge of computers and related information technology devices.
Considerable knowledge of the software packages utilized.
Ability to communicate effectively with users of varying skill levels.
Ability to work under time constraints and other demands.
Ability to develop and present computer-related training.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and three years of relevant experience working with computer systems or technology.
Must have a valid N. C. driver's license.

Elections management experience or post-secondary degree in Information Systems or Computer Science preferred.

A higher education level may be considered as a substitution for all or part of the experience requirement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

For all positions requiring a four year degree or above, that degree should be from an appropriately accredited institution.

Forsyth County is an equal opportunity employer. Contact Human Resources if you need special assistance.

APPLICATIONS MAY BE FILED ONLINE AT:

http://www.forsyth.cc

http://www.forsyth.cc

DEPARTMENT IT SUPPORT TECHNICIAN

Position #06130

AS

201 N. Chestnut St.
Winston Salen, NC 27101
336-703-2400
hr@forsyth.cc

**Department IT Support Technician Supplemental Questionnaire**

* 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions.

- Yes, I accept and agree
- No, I do not agree

* 2. What best describes your level of education?

- Did not finish high school
- High school diploma or GED
- Some college
- Associate's degree
- Bachelor's degree
- Master's degree or higher

* 3. Do you have a High School Diploma or GED and three years of relevant experience working with computer systems or technology?

- Yes
- No

* 4. What best describes your experience working with computer systems or technology?

- No experience
- Less than 3 years
- 3 years to less than 5 years
- 5 years to less than 7 years
- 7 years or more

* 5. Do you have any experience using Microsoft Access, specifically developing macros and creating forms?

- Yes
- No

* 6. What best describes your experience in GIS or working with a Geocode database?

- No experience
- Less than 1 year
- 1 year to less than 3 years, 3 years to less than 5 years
- 3 years to less than 5 years
- 5 years to less than 7 years
- 7 years or more

* 7. What best describes your experience working in an elections office?

- No experience
- Less than 1 year
- 1 year to less than 3 years
- 3 years to less than 5 years
- 5 years to less than 7 years
- 7 years or more
8. Do you have a valid driver's license?
   - Yes  
   - No  

* Required Question