

GEAUGA COUNTY JOB & FAMILY SERVICES
JOB POSTING

Job Title: MIS Specialist 1
Compensation: \$28,974 - \$31,304 based on qualifications & experience
Applications Accepted: Until filled
Job Type: Full-Time
Posted: 7/30/14
Job Description: **MIS Specialist 1**

Description:

Maintains and updates computer hardware and software for the agency including ODJFS computer network, document management network, and stand-alone personal computers and software. Maintain voice mail and voice recording equipment. Creates documents including forms, procedures, and reports; assists other department personnel as necessary including preparation of manuals and brochures, set-up for meetings, maintain and update JFS website, Webinars and video conferences. Secondary technical point of contact for ODJFS, County Data Processing, telecommunication companies, office equipment vendors.

Performs data processing duties including backing-up the ODJFS computer network, document management network, and personal computers; backup, upgrade third party software. Research and analyze new technologies.

Trains, assists and advises County JFS department employees on computer related issues including troubleshooting and the current Windows application and ODJFS provided software.

Performs data documentation duties including analyzing data and ensure compliance with County Auditor policies. Technical support for OMJ Geauga/Career Center.

Performs data security service tasks in conjunction with ODJFS staff and the County Auditor staff.

Performs miscellaneous clerical tasks (troubleshooting, paper jams); operates and maintains standard office equipment; maintains other technical equipment (i.e. pagers, cell phones, etc.). Attends seminars, conferences and training to update skills/knowledge. Must have regular and punctual attendance.

GEAUGA COUNTY JOB & FAMILY SERVICES
JOB POSTING continued

MINIMUM QUALIFICATIONS

Minimum Qualifications

- Completion of undergraduate major core coursework or two years' experience in computer science, information technology or similar field that included one course or six months experience in each of the following: advanced programming language or job control language, logic-based, mathematics, data base concepts and basic data processing concepts.

- Or completion of two years of technical training in computer science, information technology or like field.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Other Requirements:

Possess a valid Ohio driver's license

Driver's license check

BCI/FBI background check

Pre-employment drug test

Benefits:

The Geauga County Job & Family Services offers excellent benefits including paid vacation, sick leave, personal days, and life insurance. Medical, dental, vision exam and prescription coverage also available.

Send Resume To:

Gauga County Job & Family Services

PO Box 309

12480 Ravenwood Drive

Chardon, Ohio 44024

Attn: MIS Specialist 1 position

E-Mail: jobs@geaugajfs.org

E.O.E.