

POSITION DESCRIPTION

FRANKLIN COUNTY RECORDER'S OFFICE

WORKING TITLE:	Assistant IT Director	CLASSIFICATION:	Deputy Recorder
SALARY/PAY RANGE:	Determined by appointing authority, based on qualifications		
BENEFITS:	As approved by appointing authority.		
JOB LOCATION:	373 South High Street, 18 th Floor, Columbus, Ohio, Franklin County		
HOURS OF OFFICE:	8:00 a.m. – 5:00 p.m.		
DIVISION:	Information Technology		
OFFICE:	Franklin County Recorder Terry Brown, 373 S. High St., 18 th Floor, Columbus, Ohio 43215		
POSITION STATUS:	Full-Time, Permanent, Exempt, Unclassified		

Job Duties:

Assists the IT Director in the planning, implementation and maintenance of information services. Provides passwords for web access to the public and maintains a list of web access applicants. Serves as the help desk technician for the Recorder's web services application. Performs equipment and application software maintenance and troubleshooting. Assists in the diagnosing of information services problems as they occur and are reported and implements solutions and /or calls in outside assistance as required. Provides limited support for the Clerk of Courts and Treasurer's workstations that are located in the Recorder's public access area. Assists in the training of the employees and, when necessary, members of the public on the use of computer hardware and application software. Provides cleaning and maintenance of high volume scanners. Responsible for the installation of hardware and software. Responsible for the setup of new workstations. Helps maintain hardware inventory and salvaging of outdated equipment. Assists with the quality control of the Recorder's image vault. Serves as a representative of the IT department for meetings and communication with the Data Center, as necessary.

Reports to: IT Director

Minimum Qualifications: A level of education, training and/or professional experience in local area network management, supporting personal computers. Applicants must have experience troubleshooting Windows XP, Windows 7, Windows 2003 servers, Microsoft Office, software, and hardware

Special Requirements: May require limited travel; may require some overtime hours; must be able to submit to and pass a personnel background investigation, including a BCI criminal Web Check, driving record check, civil and professional licensing records checks and references.

RESUME AND/OR APPLICATION MATERIALS ON FILE WILL INDICATE HOW THE MINIMUM QUALIFICATIONS WERE MET.

If you have any questions or concerns regarding this position, please contact:

Human Resources Department Franklin County Recorder's Office	Phone: (614) 525-3930
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