



**Wayne County Children Services**  
**2534 Burbank Rd., Wooster, Ohio 44691**  
**[www.waynecsb.org](http://www.waynecsb.org)**

## **Information Technology Technician (IT Tech)**

**Are you looking for the opportunity to work with and support a team of dedicated professionals committed to doing meaningful work?**

### **Benefits of Joining Our Team:**

- ◆ Minimum Salary of \$20.09 per hour
- ◆ Full-time employment
- ◆ Impressive benefit package:
  - ◇ Health, Vision, Dental, Life Insurance
- ◆ Public Retirement (OPERS)
- ◆ 11 Paid Holidays
- ◆ Employee Assistance & Wellness Program
- ◆ Vacation eligible as of hire date
- ◆ 15 Paid Sick Leave days per year
- ◆ Focus on Work/Life Balance

### **Apply Now:**

- ◆ Fax cover letter and resume to 330-345-1282, or
- ◆ Mail cover letter and resume to Lisa Cygan, HR Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691, or
- ◆ E-mail cover letter and resume to [Lisa.Cygan@jfs.ohio.gov](mailto:Lisa.Cygan@jfs.ohio.gov)
- ◆ **AND...visit our website at [www.waynecsb.org](http://www.waynecsb.org) and complete our employment application**

### **Position Overview:**

The right individual for this position will provide information technology (IT) support to agency staff, and assist the Systems Administrator in troubleshooting and maintaining agency and state IT systems and equipment.

### **Minimum Qualifications:**

- ◆ Required: High School diploma or equivalent.
- ◆ Preferred: Two-year degree in business, computer science, or related degree.  
Minimum of one year hands-on experience in troubleshooting a networked environment.

### **Knowledge/Skills/Abilities**

- ◆ Extensive knowledge of Microsoft Office Suite and IT equipment
- ◆ Computer operations and methods of preparing work for processing
- ◆ Basic knowledge of networking and computer operations
- ◆ Effective interpersonal skills
- ◆ Ability to install and maintain hardware, software, and basic network components
- ◆ Ability to prepare and maintain records, logs, and reports
- ◆ Analyze and troubleshoot operational and data communication problems
- ◆ Keyboard minimum of 35 WPM
- ◆ Safely operate a motor vehicle

**Wayne County Children Services is an Equal Opportunity Employer**

**Join Our Team!**