

RECRUITMENT ANNOUNCEMENT

IT SPECIALIST I OFFICE OF INFORMATION TECHNOLOGY \$33,520 (MINIMUM) W/BENEFITS

APPLICATIONS ARE AVAILABLE ON-LINE AT www.berkeleywv.org OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 9:00 AM-5:00 PM.

APPLICATIONS AND OR RESUMES MAY BE SUBMITTED TO THE BERKELEY COUNTY COUNCIL OFFICE OR itspecialist@berkeleywv.org UNTIL 5:00 PM, FRIDAY, JULY 6, 2018.

GENERAL DEFINITION OF WORK:

Performs responsible technical work maintaining electronic security systems, telephone systems and computer systems for the Berkeley County IT Department. Direction is provided by the Information Technology Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Basic computer and networking skills
2. Test and monitor systems.
3. Analyze wave forms and voltage, current, resistance, and power movements.
4. Tests back-up systems.
5. Repairs current boards to component level.
6. Performs related work as required.
7. Install, certify & maintain cabling systems (Cat5, Cat6, Low Voltage DC, RG6, RG59, etc...)

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of supporting Security Systems; thorough knowledge of telephone systems and installation standards; thorough knowledge of Personal Computers ; general knowledge of data communications systems; general knowledge of computer networking; ability to install and test data circuits; ability to use various hand and power tools and testing equipment; ability to keep accurate records of work performed and parts used; ability to operate personal computers and related software used for communications; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in electronic technology and substantial (3-5 years) experience in computer repair and support background preferred.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to inside and outside environmental conditions, extreme cold, extreme heat, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license.

Must reside within 30 minutes of Berkeley County Administration Complex.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council Office, 400 West Stephen Street, Suite 201, Martinsburg, WV. 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid two (2) times per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County allocates an annual contribution towards employee benefits. Anything in excess is paid for by the employee through payroll deduction.
- Several deferred compensation programs are available.
- Direct deposit is mandatory.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER