



Posting closes **November 15, 2024**  
or until filled.

## COMPUTER SUPPORT SPECIALIST

**Location: Rupert, Idaho**

**Job Type: Full-time**

**Pay: \$28.00 per hour**

**Job Brief:** We are seeking a dedicated and knowledgeable Computer Support Specialist to join our team. In this role, you will be responsible for providing technical assistance and support to end-users, ensuring efficient and effective use of computer systems, hardware, and software. You will also troubleshoot and resolve technical issues, install software, and maintain network security.

### Key Responsibilities:

- Provide technical support and assistance to end-users via phone, email, and in-person.
- Troubleshoot and resolve hardware, software, and network issues.
- Install, configure, and maintain computer hardware and software.
- Perform regular maintenance and updates on computer systems.
- Maintain documentation of support requests, resolutions, and procedures.
- Assist with the setup and deployment of new computer systems and equipment.
- Monitor and ensure the security of computer systems and networks.
- Conduct training sessions and workshops for end-users on software and hardware usage.

### Qualifications:

- Associate's degree in Information Technology, Computer Science, or a related field; or equivalent work experience
- Proven experience in a technical support role.
- Strong knowledge of computer hardware, software, and networking.
- Excellent problem solving and troubleshooting skills.
- Ability to communicate technical information effectively to non-technical users.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Professional certifications (e.g., CompTIA A+, Network+) are a plus



### Benefits:

- Competitive salary and benefits package
  - Medical, dental, and vision insurance
  - Holiday Leave/Pay: Eleven recognized paid
  - PERSI retirement plan
- Opportunities for professional development and growth
  - Inter-agency partnerships with state and local government
  - Participation in IAC and ICRMP training and events
- Friendly and supportive work environment
  - Interact with community leaders
  - Collaborate with elected officials
  - Help serve public needs

Send resume to Minidoka County Commissioners, PO Box 368, Rupert, Idaho 83350 or hand deliver to Minidoka County Commissioners 715 G Street, Rupert, Idaho.

An application for employment can be found at <https://www.minidoka.id.us/292/Employment-Opportunities>