



Data Systems Assistant

The Mercer County Auditor's IT Department is looking to hire an energetic and friendly person to help with our network! Applicants should have a basic computer background in file structure and organization, a general concept of working with computer network administration, and a desire to help people with a variety of computer, network, and internet related issues. The world of Information Technology, Computing, Cyber Security, and all other areas is an ever changing and growing field. Applicants will need to have a willingness and eagerness to adjust to, learn about, and implement these changes.

Primary duties for this position will include but not be solely limited to the following:

- End user and help desk support along with documentation
- Basic computer setup including hardware, software, and drivers
- Active directory user creation
- Email address implementation
- Department owned inventory tasks
- Acquiring quotes for purchases
- Helping plan the budget for the upcoming year
- Requesting purchase orders
- Submitting bill payments

Also appreciated but not necessary would be an understanding of:

- Server management/creation
- Database management
- Website design
- VMWare

Hours would be Monday through Friday 7:30 AM until 3:00 PM with a 30 minute lunch break; 35 hours per week.

Please send resumes and inquiries to itdept@auditor.mercercountyohio.gov