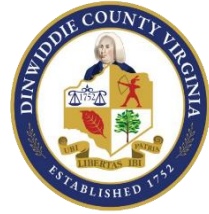


DINWIDDIE COUNTY



IT Technician

SALARY: \$55,010 Annually
LOCATION: Dinwiddie County, VA
JOB TYPE: Full Time
JOB NUMBER: 00564
OPENING DATE: July 7, 2025
CLOSING DATE: July 18, 2025

General Description

The purpose of this job is to perform skilled technical work providing assistance to computer system users; answer questions or resolve computer problems for employees in person, via telephone or from remote location; may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems; and related work as apparent or assigned. Work is performed under the direct supervision of the Director of Information Technology.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.
- Oversees the daily performance of computer systems.
- Sets up equipment for employee use, performing or ensuring proper installation of cable, operating systems, and appropriate software.
- Maintains record of daily data communication transactions, problems and remedial action taken, and installation activities.
- Reads technical manuals, confers with users, and conducts computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Confers with staff, users, and management to establish requirements for new systems or modifications.
- Performs related work as required.

Minimum Qualifications

Education: Bachelor's degree with coursework in information systems, or related field.

Experience: Some related work experience, or equivalent combination of education and experience.

Special Certifications and Licenses

Must possess and maintain a valid state driver's license with an acceptable driving history.

Physical Demands

Medium Work – Involves lifting no more than 50 pounds at a time with frequent lifting or carrying objects weighting up to 25 pounds.

Work Environment (Unavoidable Hazards)

None.

Only online applications submitted through our website will be considered. For additional details and to apply, please visit the [Dinwiddie County's Employment Opportunities](#) webpage.

Dinwiddie County is an Equal Opportunity Employer