POSITION: IT Technician, Part-time
LOCATION: Headquarters, Andover, Ohio
SALARY: Commensurate with Experience – Non-exempt
NORMAL HOURS OF WORK: 8 am to 5 pm flexible, 2 to 3 days per week

QUALIFICATIONS: High school diploma or general education degree (GED) required. One-year technical computer experience and/or training preferred. Good organizational and communication skills. Knowledge of Microsoft products. Must have reliable transportation and may need to occasionally drive to branch offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Regular onsite attendance
- Ability to work well with others in a team environment
- Provides accurate, efficient, and exceptional customer service to internal and external customers
- Trouble shoots computer system hardware and software issues for employees
- Installs and assists with servers, printers, and all software applications
- Adds and deletes users from the network, email, teller program, Citrix, and Precision
- Telephone support for branches
- Maintains the BCP Plan, Asset Risk Assessment and Information Security Assessment, Cyber Security Tool
- Prepares quarterly employee access reports for the network, Citrix, Precision and Teller
- Reviews the daily reports to make sure there are no items such as viruses that need to be addressed
- Checks daily reports to make sure we are in compliance in IT areas
- Customer support for remote deposit capture for external customers
- Coordinates the annual external penetration test
- Writes procedures for processes that are not currently documented
- Other duties as assigned

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision.

AVAILABLE: Immediately
CONTACT: All interested applicants are required to submit a resume and letter of interest to: Human Resources Department, Attn: Nancy Cook, P O Box 1300, Andover, Ohio 44003 Phone (440) 293-7605 ext. 115, Fax (440) 293-2420, or Email

EQUAL OPPORTUNITY EMPLOYER
Andover Bank is an equal opportunity employer and does not discriminate on the basis of his/her sex, race, color, age, sexual orientation, national origin, religion, ancestry, disability, or veteran status. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the HR Office at (440) 293-7605.