

Computer Workstation Technician Geauga County IT Department

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[ADP-ComputerWorkstationTechnician.pdf](#)

Description: The duties and responsibilities of a Computer Workstation Technician within the Automatic Data Processing department shall include, but are not limited to the following:

- Ensure privacy and data protection
- Perform regular upgrades to ensure systems remain updated
- Troubleshooting hardware/software issues
- Maintaining and repairing technological equipment
- Setting up hardware and installing and configuring software and drivers
- Perform other such duties and responsibilities as are, from time to time, assigned.
- Experience with Active Directory and Group Policy

This position requires an organized, self-motivated candidate with good communication and people skills, experience a must, and the ability to work well with a team. All candidates are subject to a background check.

Please fill out the employment application found [HERE](#) and send with a copy of your resume via email to pmcmahan@gcauditor.com.