



BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES
invites applications for the position of:

Computer Systems Administrator I

Positon Number 113-22-068

SALARY:

See Position Description

OPENING DATE: 05/12/22

CLOSING DATE: 05/26/22 05:00 PM

DESCRIPTION OF DUTIES:

★ **Please note that all education, including high school, and all employment history must be included in the body of the application for the application to be considered complete. Please attach all transcripts.**

Hiring rate - \$44,462

Rate after successful completion of one-year probationary period - \$46,685

This position is responsible for coordinating and managing a network of computer systems. Work involves monitoring and managing network hardware and software, monitoring backup jobs of multiple servers, including identifying and resolving problems, coordination of software upgrades, providing resolution of equipment or communications problems, collaborating with vendors and help desks, identifying potential agency needs through the use of technology, identifying future trends and changes in agency and state programs. This position also serves as a local agency security officer for the state of North Carolina, administering network users and securing permissions for multiple in-house and state programs. This position is also responsible for training other computer support personnel, as well as assisting in training new agency employees in software and hardware use. this position will provide technical assistance to the Beaufort County manager's office and other county offices. Work may include other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

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Knowledge of the capabilities and limitations of computers and related peripheral equipment and information technology. Knowledge of the principles and methods used in obtaining maximum utilization of computing equipment. General knowledge of the particular office or business functions supported. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

MINIMUM TRAINING AND EXPERIENCE:

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Graduation from high school and two years of experience in the administration of a computer

system similar to the one to be supported; or an equivalent combination of training and experience. Degrees must be received from appropriately accredited universities.

SUPPLEMENTAL INFORMATION:

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The Beaufort County Department of Social Services (BCDSS) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.

Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will NOT be accepted and will render your application incomplete. Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. In order to receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers. Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders.

Technical issues submitting your application, please call the NeoGov Help Line at 855-524-5627.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Online Application: <https://www.governmentjobs.com/careers/beaufordss> please read and complete all sections of the Application. Incomplete applications will not be considered. Resumes are not accepted in lieu of application. Please attach college transcripts.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of Beaufort County that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

You can find assistance with creating your account and steps for completing the application process at this site: www.governmentjobs.com/Home/ApplicationGuide

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

Beaufort County is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-22-068
COMPUTER SYSTEMS ADMINISTRATOR I
BW

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