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COMMISSIONERS: Charlie Adkins, Chris Chmiel, Lenny Eliason
EXECUTIVE DIRECTOR: Jean Demosky

September 18, 2023

To: All Staff
From: Melissa Conkel
Re: Job Posting

We have 1 open position for an IT Intern, all staff are invited to apply. Anyone interested in this position, please, apply through UKG (My Info > My Career > Search for Jobs). If you have any questions, please contact Melissa Conkel. The application deadline is Monday, September 25, 2023, or until filled.

Starting Pay: \$15.00 per hour

Minimum Qualifications:

Currently enrolled in an undergraduate program with a computer science, or information technology Valid Ohio driver's license. Enrollment in an advance degree program and experience with computer science or information technology preferred.

Athens County Department of Job and Family Services is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

ATHENS COUNTY
DEPARTMENT OF JOB & FAMILY SERVICES
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:
Class Number:
Position Control Number:

Position Title: IT Intern
Class Title: College Intern

Department / Office: Fiscal
Title of Immediate Supervisor:
Business Administrator
Normal Hours: >= 40 hours per pay period
Hours TBD (hours may vary due to needs of the agency outside the normal working hours).
EEO Status: NA

Employment Status: Temporary Part-time
FLSA Status/Pay: Non-Exempt
Pay Range: \$15.00
Civil Service Status: Non-Benefits Eligible

Division: Athens County

POSITION OVERVIEW: This position will assist with IT team in maintenance of hardware, software, and other systems.

**This position description is not all-inclusive. This position requires dedication, adaptability, maintaining the highest customer service standards, and a commitment to a diverse and inclusive workplace.*

JOB DESCRIPTION:

Under the direction of the Business Administrator, this position will support the IT specialist by troubleshooting issues and providing technical support to users with equipment such as printers, computers, and servers. Organizing and maintaining IT resources and documentation. Participate in the development, improvement, testing, and debugging of software or applications. Analyzing software data and user needs to recommend IT solutions. May be required to perform duties under supervision of the Athens County Red Cross during an emergency, in accordance with the Athens County Department of Job and Family Services Disaster Preparedness Plan and the Athens County Emergency Operations Plan.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates may be developed after employment)

Knowledge of: Basic understanding of computers and networks.

Skill in: Communication, problem solving, strong organization, and time-management skills.

Ability to: Learn new software and systems quickly.

MINIMUM QUALIFICATIONS: Currently enrolled in an undergraduate program with a computer science, or information technology Valid Ohio driver's license. Enrollment in an advance degree program and experience with computer science or information technology preferred.

POSITIONS DIRECTLY SUPERVISED: None

Signature of Appointing Authority

09.12.2023

Date

Signature of Employee

Date