

## **Notice of Job Vacancy #21-144**

*Eastern Panhandle  
Instructional Cooperative*



Posting Date: June 28, 2021

Position: IT Technician serving Morgan County Schools

Employment Term: 220 days – Full Time

Number of Positions: One (1)

Salary: Based upon the EPIC Professional IT Technician Pay Scale

Job Description: The selected candidate will work with the Morgan County Schools' IT Department as an IT Technician supporting the students and staff of Morgan County Schools.

### Qualifications:

1. Minimum Associate Degree from an accredited college/university in an IT related field or equitable experience will be considered
2. Must be able to pass a background check
3. Must hold a valid driver's license and have reliable transportation for travel required within the county
4. Must be able to lift and move desktop devices and peripherals
5. Must be able to climb ladders to reach devices such as projectors and wireless access points

### Certifications:

The preferred candidate will hold all of the following certifications, but equitable certifications will be considered.

1. A+ Certification
2. Network + Certification
3. Microsoft Installing and Configuring
4. Microsoft Managing Modern Desktops
5. Microsoft Office 365

### Required Experience:

1. Experience repairing technology equipment and networks
2. Familiar with inventory tracking and help desk ticketing software
3. Experience with Microsoft Office Products including Office 365
4. Experience installing and configuring Microsoft Operating Systems and Applications

### Responsibilities/Expectations:

1. Troubleshoot end-user devices (Desktop, laptop, Chromebook, iPad)
2. Troubleshoot end-user peripherals including presentation devices (AI panels, projectors and document cameras)
3. Troubleshoot end-user software (Microsoft OS and apps)
4. Troubleshoot network issues and devices
5. Work with manufacturer support to resolve issues
6. Provide Help Desk Support for end-users
7. Effectively utilize various software packages and tools, not limited MDMs, RMM and Asset Management (such as to One to One Plus, GSuite, and Mosyle)
8. Other duties as assigned by the technical supervisor or Technology Director

Reports To: Morgan County Director of Technology; EPIC Administrator

Conditions of Employment: Recommended by the Morgan County Director of Technology and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process: Candidates may submit application in the following ways:

**Online application** can be made via Search Soft by clicking on the link below. Be sure you have selected EPIC as one of your locations in your Search Soft application so that you can see and apply for our jobs.

[https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org) (Click on We Are Hiring! Look upper right corner)

1. Submit hard copy application and cover letter to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application and cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).

3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

**Applications will be accepted and reviewed until the position is filled.**