



CLOSING DATE: 12/18/2018

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Computer Information Technologist I-II

LOCATION: Missouri House of Representatives
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary range begins at \$2,970.00/monthly; however, actual starting salary commensurate with applicable education and experience.

DESCRIPTION: This is an entry-level, professional and technical position to provide support for the organization's desktop computer systems, printers, mobile devices, peripheral devices, operating system, and software. Work may be in support of installing, troubleshooting, repairing and maintaining any of the above mentioned hardware and software. This full time position is located in Jefferson City MO and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Computer Information Technologist I/II position serves as a member of the Helpdesk team responsible for end-user support of personal computer hardware and software, printers, and other related hardware and software. In addition, the help desk technicians may be expected to assist with other related technology projects, assist with helpdesk procedures to answer the helpdesk phone line, monitor the helpdesk call routing system, and route end user support calls to technicians, and other duties as assigned.

QUALIFICATIONS: Applicants must be able to communicate effectively both verbally and in writing, be able to establish and maintain effective working relationships, have good interpersonal and customer service skills, show a high level of independence, initiative, and self-motivation, and be able to work on multiple projects and reprioritize as necessary. An Associate's degree and/or related experience required. Helpdesk experience with Microsoft Windows 7 and 10 operating systems, Microsoft Office Applications (Word, Excel, Access, Outlook), computer hardware, and printers is preferred.

APPLICATION PROCESS: Please send application, resume and letter of interest no later than Tuesday, December 18, 2018 to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: CIT I. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.