



Josephine Agnello-Veley
Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
TELEPHONE (203) 630-4037
FAX (203) 630-5882

September 28, 2023

PC Technician- MIS **Full Time – 40 hours per week**

This is entry-level work related in the Management Information Services Department (MIS) involving the technical support of computer hardware, software and other related computer technology, citywide. The PC Technician will provide/assist with the setup, installation and support of computer related equipment including personal computers, printers, scanners, fax machines and other related equipment. This work requires a basic knowledge of computer hardware, software and operating systems.

Qualifications: Associate's Degree or equivalency from an accredited college or university in computer science or a closely related field, or equivalent work experience in supporting computer hardware, software and related peripherals.

Rate of Pay: \$21.66 - \$25.71

Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

Open until filled

E.O.E.

PC Technician

General Description:

This is entry-level work related in the Management Information Services Department (MIS) involving the technical support of computer hardware, software and other related computer technology, citywide. The PC Technician will provide/assist with the setup, installation and support of computer related equipment including personal computers, printers, scanners, fax machines and other related equipment. This work requires a basic knowledge of computer hardware, software and operating systems.

Supervision Received:

The PC Technician will work under the general supervision of the MIS Director.

Examples of Duties:

Provides/assists with the installation and support of computer related hardware and software.

Assists with maintaining an accurate computer hardware and software inventory.

Provides support to end users through troubleshooting and maintenance of computer equipment. Takes corrective action as necessary.

Assists in the planning and acquisition of computer equipment and supplies.

Assists in the training of PC – based software applications.

Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of computer hardware, software, operating systems and related peripherals.

Skill in diagnosing computer hardware, software and operating systems and related peripheral malfunctions with the ability to take prompt corrective action.

Ability to work with minimal supervision and to prioritize and manage workload.

Considerable ability to communicate effectively with all users having varying levels of computer expertise.

Considerable ability to establish an effective working relationship with coworkers and other City employees.

Qualifications:

Associate's Degree or equivalency from an accredited college or university in computer science or a closely related field, or equivalent work experience in supporting computer hardware, software and related peripherals.