BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: DATA TECHNICIAN I

DEPARTMENT: TELECOMMUNICATIONS

PROBATIONARY RATE: $24.87 – $35.87 PER HOUR

                                    (365-DAYS)

PAY RANGE:

                                    #18

SCHEDULED HOURS:

                                    40 HOURS PER WEEK

CIVIL SERVICE STATUS:

                                    CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
                         TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
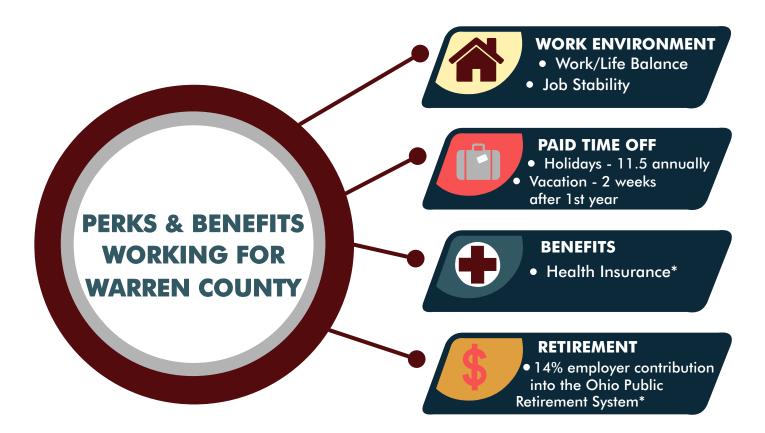   CALENDAR DAYS, BEGINNING FEBRUARY 12,
                         2025.

APPLICANTS SHOULD APPLY ON LINE AT: **WWW.CO.WARREN.OH.US**
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
SUSAN.SPENCER@CO.WARREN.OH.US WITH A RESUME .   PLEASE
CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY

WORK ENVIRONMENT
- Work/Life Balance
- Job Stability

PAID TIME OFF
- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year

BENEFITS
- Health Insurance*

RETIREMENT
- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **$310 to even $0 (5x cheaper than the private sector)**; $0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

Position Title: Data System Technician 1   Incumbent:
Class Title:

Department: Telecommunications   FLSA Status: Non-exempt
Reports To: Data Systems Manager   Civil Service Status: Classified
                                                              Employment Status: Full-time
Pay Range: 18   Lunch: Unpaid
Probation: 365 Days
Work Hours: 40 hours weekly, non-standard workweek

JOB RESPONSIBILITIES:

- Under direction, installs programs and repairs public safety systems, mobile data computers and associated telecommunications apparatus, complete setup, and installation of software necessary for Public Safety Systems.
- Ensures operability and compatibility required to make Public Safety Systems functional. Maintains relations with Political Subdivisions; operates, instructs, and informs users on proper usage and system status.
- Performs system maintenance for Public Safety systems, including installations, upgrades, configurations, and patching.
- Administers and maintains the production, training, test, and disaster recovery environments.
- Provide support to end users.

QUALIFICATIONS: Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

- 1+ Years of end user application, operating systems, and hardware support in an Enterprise environment.
- 1+ Years of end point device patching in an Enterprise environment.
- Familiar with JavaScript, .Net, ESRI Mapping and ESRI Arcade, XML, HTML, Python, C#, JSON.
- Remote support experience.
- Completion of secondary education or its equivalent and (2) years' experience in computer systems maintenance, or equivalent combination of training and/or experience which evidences and knowledge of computer system maintenance and operation; to include but not limited to: electronic test equipment, Public Safety Systems.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Maintain Valid Ohio driver's license.
- FCC Amateur Radio Service Technician License
- CompTIA A+ Certification
- CompTIA Server+ Certification
- CompTIA Network+ Certification

ESSENTIAL FUNCTIONS:

1. Must maintain the ability to participate in the Incident Response Team
    a. May be on call 24/7 and/or participate in a rotation.
    b. Carry's employer issued cellular phone for recall purposes.
    c. Obtain and maintain required skills.
    d. Work nontraditional schedule as required support Incident Response Team assignments.
2. Must maintain the ability to participate in the Patch Management Team.
    a. Obtain and maintain required skills.
    b. Work nontraditional schedule as required support Patch Management Team assignments.
3. Demonstrates a regular and predictable attendance.
4. Maintains a valid Ohio driver's license.
5. Must maintain the ability to participate in the Incident Response Team
6. Operates vehicle to troubleshoot software problems at remote work locations.
7. Maintains logs and records for software repairs, modifications and upgrades using provided procedures.
8. Maintains numerous reports associated with applications and systems.
9. Ensures confidentiality of program and report data, as required by law.
10. Operates general office and radio equipment.
11. Assists in inventory and invoicing of department equipment.
12. Provides instructions for proper usage and operation of applications and systems.
13. May be responsible for all aspects of public safety systems both fixed and mobile as assigned.
14. Provide Customer Service - Handles user concerns/issues and provides appropriate solutions and alternatives within the time limits defined by Unit management & follow up to ensure resolution.
15. Proficient in MS Word, Excel, PowerPoint, Outlook, and Visio
16. Experience with Microsoft Windows Server and Desktop Operating Systems
17. Demonstrates a regular and predictable attendance.
18. Maintains a valid Ohio driver's license.

OTHER DUTIES AND RESPONSIBLILITIES:

1. Performs other job-related duties as required by supervisor.

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KNOWLEDGE, *SKILLS* AND ABILITIES: (* indicates developed after employment)

Knowledge of: Public Safety dispatching principals; protocol and procedures; Computer Aided Dispatching and installation, Records Management Systems, telephony systems (ANI/ALI), safety practices and procedures; public safety Mobile Data applications; creating/updating system diagrams and "as built" diagrams; troubleshooting associated with the implementation/upgrades; tracking and managing issues within defect tracking systems; and system audits.

Ability to: Solve programming problems utilizing policy and protocol; interpret instructions; maintain accurate records; to function effectively in a fast paced, demanding environment that regularly requires multitasking; work alone and in a team environment; create positive working relationships with customers/applicant users. Must be able to analyze problems accurately and translate the analysis into effective solutions that meet the requirements as set forth in policy.

Ability to: deal with problems involving many variables; work alone; interpret detailed instructions; maintain accurate records; use drawing and documentation applications; interpret and understand schematic drawings and service manuals; operate tools and equipment.

- Ability to: interpret and apply related rules, codes, policies and procedures; install, maintain, and repair a variety of applications; understand and follow oral and written directions; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; operate a variety of specialized equipment and tools; communicate effectively both orally and in writing; operate on platforms or trucks when needed; and observe and take safety precautions against occupational hazards.
    - Skills: Programming - Writing configurations for various purposes.
    - Writing - Communicating effectively in writing as appropriate for the needs of the audience.
    1. Technology Design - Generating or adapting equipment and technology to serve user needs.
    2. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
    3. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
    4. Installation - Analyze equipment, machines, wiring, or programs to meet specifications and adaptability for intended purpose.
    5. Operations Analysis - Analyzing needs and product requirements to create a design and implement the project from design to operation.
    6. Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
    7. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

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8. Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
9. Written Comprehension - The ability to read and understand information and ideas presented in writing.
10. Occupation Specific Tasks: Confer with users to discuss issues such as access needs, security violations, and programming changes.
11. Generalized Work Activities:
    a. Interacting with Computers - Using computers and computer systems (including hardware and software) to program, load software, set up functions, enter data, or process information.
    b. Provide Consultation and Advice to Others - Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics.
    c. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
    d. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
    e. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
    f. Knowledge of inspection and testing techniques; safety practices and procedures; operation and maintenance of communications systems; equipment utilized in maintaining communication systems; equipment maintenance techniques; operating procedures of related equipment.
    g. Ability to: deal with problems involving many variables; work alone; interpret detailed instructions; maintain accurate records.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

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(Employee's Signature)   **(Date)**

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Date Adopted:
Date Revised: 1/2025