Job description

The Northern Neck Regional Jail is seeking candidates for a full-time IT Support Specialist. Required task include:

· Performs basic network administration

· Installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers.

· Establishes and maintains network users, user environment, directories, and security.

· Monitor networks to determine upgrade requirements and general utilization issues.

· Trains users on software and equipment usage.

· Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness: enters and retrieves sensitive and restricted information into computer system.

· Develops technical architecture of Web sites including scripting, database design, and user interface design.

· Conducts research and analytical studies and prepares reports.

· Assists with the posting and maintenance of operating policies. Refreshes Web site content to ensure accuracy and timeliness of information and images.

· Assists in the preparation of periodic, special and other reports: collects information from a variety of sources and compiles data. Manage and download inmate telephone and jail video recordings.. Operates a variety of standard office equipment; troubleshoots computer operating systems, peripherals and devices;

KNOWLEDGE SKILLS AND ABILITIES: General knowledge computer network administration and website creation; general knowledge of standard office practices, procedures, and equipment; general knowledge of Jail and departmental programs and policies and terminology: ability to read and develop policies, procedures and job related materials; ability to install, configure, and operate a variety of office and computer equipment; ability to establish and maintain effective working relationships with associates, inmates and the general public.

EDUCATION AND EXPERIENCE: Associates Degree or Higher or equivalent work experience.

Required Experience:

Very good knowledge of:

- Windows 10 and other current operating systems
- Windows networking technologies
- PC/Server hardware

- Understanding of MS Office Applications (Office 2013, 2016 and Office 365)
- Active Directory

- Good knowledge of understanding routers, switches, and other networking equipment
- Experience with Windows Server 2012 and higher desired
- Experience with handheld mobile devices desired

- Keep abreast of new developments in software and hardware

Applicants must be at least 18 years of age, possess a high school diploma or GED, and have a current VA D.L. Successful applicants must undergo a background investigation, polygraph, and medical examinations. The salary range for this position is $55,000-65,000. The selected candidate would enjoy an outstanding and comprehensive benefits package. For more information or to download an application please visit the employment section of www.nnrj.state.va.us . A resume will not be accepted in lieu of a jail application. Applications will be accepted until position is filled. "Setting the Standard since 1995" EOE.

Job Type: Full-time

Salary: $55,000.00 - $65,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Warsaw, VA 22572: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location