



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

IT SUMMER INTERN

INFORMATION TECHNOLOGY

This Position is Temporary Part Time with NO Benefits

Vacancy Number
16-1059

Hiring Range
\$10.00 Per Hour

Opening Date
April 22, 2016

Closing Date
Open Until Filled

Submit your completed

County of Moore

Application To:

Moore County
Human Resources
P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

www.moorecountync.gov

Resumes are optional. Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES

This position will develop end user training material in order to increase knowledge of county staff on email, web and social engineering threats. Develop a program to send out required training material to departments and track participation. Assist with IT help desk requests as needed. This position will perform other related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic knowledge of Microsoft Office and various web browsers including IE, Chrome, Safari and Firefox
- General understanding of computer networking technologies (protocols, physical connectivity, etc).
- Effective written and verbal communications skills with all levels of internal and external customers and staff.
- General understanding of CJIS, HIPAA, and PCI compliancy.
- General understanding of network security.
- Must be highly self-motivated.
- Must possess proven analytical and problem solving abilities.
- Must have strong interpersonal skills.
- Must be able to present ideas in user-friendly language.
- Ability to establish and maintain effective working relationships with clients, associates, social agencies and the general public.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Must be actively working towards a Masters, Bachelors or Associates degree in a Computer Science or related field.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This is active work requiring the exertion of up to 50 pounds of force occasionally and a moderate amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, pulling, lifting, standing, walking, grasping, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to noise and inside and outside environmental conditions.

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant