



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: System Specialist II Desktop Engineer **DATE POSTED:** March 30 2016
DEPARTMENT: IT **DATE CLOSED:** April 6, 2016
SALARY: \$1,542.58
HOURS: 8:30 am to 4:45 pm

DEFINITION: Performs a variety of computer-related tasks for the IT Department. Reports to the IT Director

ESSENTIAL FUNCTIONS:

1. Desktop Engineer in performing duties related to the City's desktop computers
2. Assists staff when requested to accomplish serving the IT customers
3. Provides first tier Help-Desk support to end users

QUALIFICATIONS:

1. Combination of High School graduate and/or college degree in Computer Science
2. Ability to read and understand computer documentation and software packages
3. Understanding of Microsoft Installer, Printers and various software packages
4. Working knowledge of Microsoft Office Suite
5. Ability to communicate and troubleshoot with end users

PHYSICAL REQUIREMENTS:

1. Lift and/or move up to 50 pounds
2. Acute vision abilities
3. Able to sit for long periods of time

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.