

SIERRA COUNTY

Management Information Systems
P.O. Box 8
Downieville, California 95936
Telephone (530) 289-3283
Fax (530) 289-2801
Website: sierracounty.ws
lmarshall@sierracounty.ws



Laura A. Marshall
IS Manager

EMPLOYMENT OPPORTUNITY

INFORMATION SYSTEMS ADMINISTRATIVE TECHNICIAN I

PART TIME/EXTRA HELP/NO BENEFITS

Sierra County Management Information Systems Department is establishing an eligibility list for a Information Systems Administrative Technician I, a temporary extra help position. This position is funded through June, 2012—no guarantee of funding after June, 2012.

Salary Range: \$12.00646 ~ \$13.23712 per Hour

Location: Sierra County Courthouse, Downieville

Description: Under supervision this position will receive and process invoices, assist in preparation of Board of Supervisor agenda items, assist in preparation of/monitor office budget data, create/monitor job procedures, operate personal computer, assist in HelpDesk organization/assignment and other appropriate work as assigned.

Apply By: Applications accepted until Monday, February 27, 2012 at 5 p.m..

Apply To: A Sierra County Employment Application is required. Resumes are accepted when attached to a completed application. For application and job description visit www.sierracounty.ws and click on Employment page or contact Sierra County Management Information Systems Department at (530)-289-3283 or by email at lmarshall@sierracounty.ws.

Sierra County is an equal opportunity employer.