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JOB POSTING

School District No. 22 (Vernon) NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION **Technician Level 1 – Client Support Technician**

ASSIGNMENT **Board Office**
40 hours/week, 12 month position

****Revised****

Required Education and Experience:

- Grade 12 plus six (6) months of post-secondary training from an accredited Computer Technologist diploma program or equivalent
- Minimum six (6) months of recent, successful and comparable work experience
- Must possess and maintain a valid BC Driver's License

Knowledge, Skills and Abilities:

- Possess current technical knowledge and troubleshooting capability for computing devices, hardware, software and operating systems used in the education sector
- Demonstrated ability to maintain web-site content and forms using current tools such as SharePoint and Acrobat
- Demonstrated ability to communicate with clients and suppliers, both orally and in writing, in an effective, respectful and professional manner to clarify and exchange technical information
- Demonstrated organizational skills and attention to detail
- Physical capability to perform job duties in a typical IT department where there is frequent work in awkward positions and occasional lifting of heavy objects

WAGE: PG 6

SHIFT: **As assigned by the Director of Information Technology**

The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than October 29, 2020 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

October 22, 2020

Copy to: All Schools
Maintenance Services

Transportation Services
Successful Applicant File

School Board Office
CUPE

Note: complete job description available on website: www.sd22.bc.ca under the District Menu

NOTICE NO. 333

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